



October 2022

Regulatory Affairs Manager

Location: Ottawa / Hybrid

Overview:

The Canadian Cattle Association (CCA) represents Canada's 60,000 beef producers and works to address issues that concern beef producers. With CCA headquarters in Calgary, CCA also has an Ottawa office that focuses on domestic and international advocacy regarding climate change, trade, economic resiliency, innovation and research.

The Regulatory Affairs Manager is a key role within the CCA Policy team. The Manager will support policy creation and dissemination across a breadth of files at CCA. Based in the CCA Ottawa office the individual will create and maintain strategic relationships and communication channels with key government officials as well as elected officials and staff. The Manager will monitor regulatory consultations being developed by the Federal Government and lead CCA's regulatory files.

This role will also lead CCA's policy development and engagement on food policy including but not limited to topics such as: labelling, grading, food waste, food guides and meat inspection.

The Manager will be a key part of CCA's climate change work, focusing on the policy and regulatory components domestically. As part of the climate change file, there will be the opportunity to engage internationally as well through our global partnerships.

Reports to: Senior Director, Government and Public Affairs

Key Responsibilities:

CCA Policy and Regulatory Affairs

- Significantly contribute to the strategy, development and implementation of CCA's Government Relations outreach from a regulatory lens.
- Maintain inventory and understanding of CCA's policy and regulatory positions and priorities across all files.
- Monitor federal consultation opportunities and draft submissions with policy team support.

Food Policy

- Lead staff for research, analysis and policy recommendations regarding food policy in Canada and internationally.
- Lead Food Policy work from a staff level, working closely with Food Policy Committee Chairs and Members, both at AGM, Semi-Annual meetings and other meetings as required.
- Participate in policy and regulatory consultations.



- Engage in consumer, industry, and government dialogue.
- Work closely with industry including Public and Stakeholder Engagement, Canada Beef and Canadian Roundtable for Sustainable Beef.
- Build and maintain key relationships in the food policy community.
- Build and maintain key relationships with government officials on food policy.

Climate Change

- Lead staff for research, analysis and policy recommendations regarding climate change policies and regulations domestically.
- Work closely with policy team, specifically with Environment Manager on climate change files.
- Report to Environment Committee on Climate change work.
- Participate in policy and regulatory consultations.
- Engage in consumer, industry, and government dialogue.
- Build and maintain key relationships in the environment NGO community.
- Build and maintain key relationships with government officials on climate change.

Communications

- Regular contribution to CCA Action News
- Draft and lead consultation submissions and other documents expressing policy recommendations and request
- Website content review relevant to files
- Liaison with agriculture commodity representatives in Ottawa

Qualifications and Skills:

- Fluency in English with strong written and oral communication skills; Proficiency in French is an asset.
- Excellent research, analytical and problem-solving skills; attention to detail and sound judgement.
- High degree of proficiency in working in a fast-paced, collaborative team environment
- Proficiency in Microsoft Office and other computer programs is essential.
- Requires a high degree of resourcefulness, detail-oriented skills, self-motivation and self-direction as well as the judgement necessary to understand when to seek direction and the ability to both multi-task and prioritize.
- Ability to register as a federal lobbyist with the Commissioner of Lobbying for Canada this role is based in the Ottawa office, ability for hybrid work is available.
- Ability to travel domestically and internationally.

Education: University degree paired with relevant experience.

Please send cover letters and resumes to babcockj@cattle.ca by **Monday, November 14, 2022**, with the subject line: Regulatory Affairs Manager.

We thank all candidates for their interest; however, only those selected for an interview will be contacted.