

CHEMISTRY INDUSTRY ASSOCIATION OF CANADA (CIAC)

POSITION DESCRIPTION

Job title	Policy Manager, Plastics Division
Reports to	Vice President, Plastics Division

Organizational Profile

The Chemistry Industry Association of Canada (CIAC) is the Association for Canada's chemistry and plastics sector leaders: innovators, solution providers, and world-class stewardship pioneers. We share our members' stories with decision-makers at the federal and provincial level in order to shape public policy that supports innovation, investment, jobs and the environment.

As the founders of Responsible Care®, the chemistry industry's globally recognized environmental, sustainability and governance (ESG) initiative, our commitment to its ethic and principles means that we are focused on the betterment of society, the environment and the economy and that we "do the right thing and are seen to be doing the right thing." Our plastics members are also dedicated to sustainable business practices and have committed to implementing Operation Clean Sweep®, an international plastics stewardship program aimed at eliminating the escape of plastics pellets from industry operations, with a focus on preventing leakage into rivers and oceans.

CIAC is governed by an active membership and has developed a strong reputation as a pragmatic, policy-driven, problem-solving organization. It represents members' interests based on solid research and analysis. CIAC works cooperatively with federal and provincial governments and other stakeholders to find constructive policy solutions that benefit both Canadian society and the chemistry industry.

Located in Ottawa, CIAC has regional representation in Québec, Ontario and Western Canada.

Job Purpose

This is an important position to support the Association's work on plastics policy issues for the Canadian chemistry and plastics industry nationally, provincially, locally and internationally.

The Policy Manager is a member of the CIAC Plastics Division Team which advocates on behalf of Members on issues affecting the plastics sector, including but not limited to circular economy for plastics, zero plastic waste, low-carbon economy, recycling standards and targets, and recycling technologies and innovations.

The Policy Manager will gather information, conduct analysis, produce summaries and support CIAC Plastics Division staff in their advocacy and policy work. The Policy Manager's primary role will be to track and lead response to policy issues in Ontario and federally and liaising with government stakeholders and industry experts to drive forward discussion and industry priorities. The Policy Manager will support and collaborate with other Plastics Division policy leads in Western Canada and Québec.

This role is of primary importance to represent the Association's members, their actions and interests. It also ensures that Association policy positions on plastics and the circular economy are based on relevant analysis, sound policy and member direction and are consistent with the industry's overarching Responsible Care Ethic and Principles.

The Policy Manager also plays a lead role in co-ordination and collaboration with other CIAC operational units (Policy and Communications, the Regions, Sustainability, Corporate Services and the President's Office) to ensure relevant data and policy positions support CIAC's advocacy efforts federally, provincially, and internationally.

The position is based in Ottawa or the Greater Toronto Area. This is a full-time position.

Key Responsibilities

Issue awareness

To identify, interpret and communicate to CIAC staff and member companies' new developments in the plastics and circular economy fields including actual or proposed policy initiatives by federal or provincial governments likely to have an impact on the plastics and chemistry sector.

- Build a sound knowledge of the plastics and environmental Acts, policies and regulations that affect the plastics sector (e.g., CEPA, CMP).
- Obtain an in-depth knowledge of the member and partner companies and their key personnel, their products, and plastics and circular economy strategies and initiatives.
- Establish and maintain relationships with key officials in federal and provincial departments, such as Natural Resources Canada, Environment and Climate Change Canada, Ontario Ministry of Environment and Climate Change, etc., to

stay abreast of government's intentions with respect to plastics and circular economy issues within Canada and internationally.

Information gathering and analysis

- Gather information provincially, nationally and internationally.
- Build an awareness of the information sources available with respect to the plastics and circular economy issues of the Canadian chemistry and plastics industry.
- Collect and analyse plastics data as well as additional data from key sources such as Statistics Canada, the American Chemistry Council (ACC), Plastics Europe, and the European Chemistry Industry Association (Cefic), etc.
- Follow and notify members of any relevant notices in the Canada Gazette related to plastics and circular economy.
- Support the development of other key outputs (e.g., Annual Review, Plastics Division Newsletter, Operation Clean Sweep reports and presentations).

Supporting Policy and Program Development

- Develop material to support the CIAC's Plastics Division Leadership Council and its Committees (including agenda setting and document management).
- Through participation on such committees and groups, translate member company inputs into draft positions / messages for further consideration and refinement by the issue leads and members.
- Develop policy positions, submissions, responses to consultations, communications and supporting analysis to facilitate CIAC engagement in the advocacy process.
- Prepare written materials (reports, presentations, briefing notes, etc.) to support issue leads' engagement in the advocacy process.
- Building on issue awareness and information gathering activities, provide input to other CIAC committees including Technical Management Committee, Business & Economic Committee, and related regional groups.
- Working with the VP, Plastics Division support a rigorous industry-managed program for implementation of Operation Clean Sweep, an environmental stewardship program to eliminate pellet loss.

Advocacy

- Provide information and analysis to support CIAC Plastics Division engagement with elected representatives and senior bureaucrats in relevant policy and program areas.
- Provide information, analysis and support to CIAC Regional Directors in Québec, Ontario and Western Canada in the execution of their responsibilities for plastics and circular economy priorities in those areas.

Communications

Ensure CIAC activities, outputs, positions and advocacy related plastics and the circular economy are regularly and accurately included in CIAC's broader communications and social media activities (Plastics Division Newsletter, President's message, Annual Review, Operation Clean Sweep Reports, ChemNews, etc.).

Education and Experience

- Master's degree in environment, health, science, public policy etc., is desired or an equivalent combination of experience and training in a related field;
- 5-7 years experience in public policy development and/or advocacy.

Qualifications and Competencies

- Solid knowledge and understanding of the Canadian environmental regulatory system;
- Strong research and analytical skills, knowledge of plastics and related files an asset;
- Experience preparing factual, well written briefs and submissions on complex topics;
- Knowledge of public policy issues, and the legislative and regulatory framework governing federal and provincial institutions;
- Past engagement with business, economic, health and environmental issues of concern to Canada's value-add manufacturing sectors an asset;
- Demonstrable affinity to the [Responsible Care ethic](#) and CIAC's organizational values;
- Energetic, proactive self-starter, able to work with minimal supervision, results oriented;
- Effective interpersonal skills and evidence of teamwork;
- Demonstrates sound judgment and logical thinking when making decisions;
- Able to multi-task, prioritize and deliver on multiple demands under tight deadlines;
- Able to work in full discretion with sensitive or proprietary information;
- A willingness to undertake professional development.

Languages and Location:

- Fluency in both French and English would be an asset.
- The full-time position is based in Ottawa or the Greater Toronto Area.

Application Process

CIAC is an Equal Opportunity Employer that values the strength diversity brings to the workplace. CIAC is committed to creating an organizational culture and building a team that embraces equity, diversity, inclusion and belonging, where individuals from diverse racial and ethnic identities, nationalities, social economic status, sexual orientation, gender identity/expression and physical and mental abilities can thrive and be fully engaged at their best level.

CIAC is committed to providing an inclusive and barrier free recruitment process to applicants with accessibility needs in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation during this process, please inform CIAC of your requirements.

It is a mandatory condition of employment at CIAC that the successful candidate be fully vaccinated against COVID-19 (which requires the candidate to receive all required doses of a COVID-19 vaccine approved by and recommended by Health Canada) and provides proof of vaccination. If required, CIAC will provide accommodation in relation to this condition of employment for any reason pursuant to the Ontario Human Rights Code.

We thank all applicants for their interest but only those selected for further consideration will be contacted.

Please send your resume and a cover letter by no later than end of day November 15, 2021 to hr@canadianchemistry.ca