



## **CHEMISTRY INDUSTRY ASSOCIATION OF CANADA (CIAC) – Policy Manager, Plastics Division**

**Base Salary & Benefits: \$80,000 to \$106,950**

**Job Types: Full-time, Permanent, Remote**

The Policy Manager, reporting to the Vice President, Plastics Division, will be responsible for leading the collection of information, analysis, and written evidence required by CIAC Plastics Division staff for the advocacy and policy work. The Policy Manager's primary role will be to track and lead the response to policy issues provincially, federally, internationally while liaising with government stakeholders and industry experts to drive forward discussion and industry priorities. This role is of primary importance to represent the Association's members, their actions, and interests. It also ensures that the Association's policy positions on plastics and the circular economy (for plastics, zero plastic waste, low-carbon economy, recycling standards and targets, and recycling technologies and innovations) are based on relevant analysis, sound policy and member direction and are consistent with the industry's overarching Responsible Care Ethic and Principles.

### **Who We Are**

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 that benefit both Canadian society and the chemistry industry.

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

At CIAC, our people philosophy prioritizes the health and well-being of our team as whole people whose lives and performance are impacted by events outside the normal workplace and working hours.

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." This includes ensuring we work with integrity and respect each and every day.

CIAC has been recognized as Great Place to Work Canada® Certified™ by the Great Place to Work® Institute for 2022 and 2023. This certification is based on direct feedback from employees, provided as part of an extensive and anonymous survey about their workplace experience. Great Place to Work Certification uses 30 years of research to quantify the current state of an organization's workplace culture and show how it compares to the best organizations.

## Responsibilities

1. 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.
2. Lead the development of policy positions, submissions, responses to consultations, communications and supporting analysis to facilitate CIAC engagement in the advocacy process.
3. Lead CIAC committees and groups, actively seeking member engagement on key policy files while developing policy positions and messages.
4. Prepare written materials (reports, presentations, briefing notes, etc.) to provide leadership and direction to the advocacy process.
5. Responsible to follow and notify members of any relevant notices in the Canada Gazette related to plastics and circular economy.
6. Participate and support Senior CIAC engagement with elected representatives and senior bureaucrats in relevant policy and program areas, federally and provincially.
7. Act as the Plastics Division's primary point of contact with the CIAC Communications Team to 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 .
8. The full-time position is based in Ottawa with the option to be virtual if the candidate is outside the Ottawa area.

## Qualifications and Competencies

- Solid knowledge and understanding of the Canadian environmental regulatory system;
- 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;
- Energetic, proactive self-starter, able to work with minimal supervision, results oriented;
- Excellent communications skills – ability to clearly and concisely articulate industry positions with key government stakeholder representatives.
- 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;
- Strong research and analytical skills, knowledge of plastics and related files an asset;
- Able to work in full discretion with sensitive or proprietary information;
- 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;
- Degree in engineering, environment, health, science, public policy etc., is desired or an equivalent combination of experience and training in a related field;
- 7-10 years experience in public policy development and/or advocacy;
- Fluency in both French and English would be an asset;
- Ability to travel.

**Compensation:**

- Base Salary: \$80,000 - \$90,000
- Performance Pay: up to 10% of base salary
- Vacation: 3 weeks holiday (+ Christmas shutdown between 8 -12 days)

**Timeline for This Role**

- Start Date: June 2023 [Flexible to an earlier start date]

**Who to Contact**

Daniel Barnabe, MBA Recruiting Consultant with 'The Right Door Consulting and Solutions Inc. Will provide exclusive support to the client.

**LOCATION:** Ottawa, Ontario

**APPLICATION PROCESS:**

Please send your résumé and cover letter in a single PDF document to [dbarnabe@therightdoor.ca](mailto:dbarnabe@therightdoor.ca) no later than June 02, 2023, at 5pm. The subject line of the email should read "Policy Manager". Any questions can be directed to [dbarnabe@therightdoor.ca](mailto:dbarnabe@therightdoor.ca)

The Chemistry Industry Association of Canada (CIAC) is an Equal Opportunity Employer that values diversity and inclusion and welcomes diverse expertise and talent to support an innovative and collaborative work environment. We are committed to a respectful and inclusive workplace and welcome applications from all qualified candidates, including people of all gender identities, Indigenous people, persons with disabilities and members of visible minorities. CIAC is committed to providing an inclusive and barrier free recruitment process to applicants with accessibility needs in accordance with the Canadian Human Rights Act. If you require an accommodation during this process, please inform CIAC of your requirements.

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