
DIRECTOR, FEDERAL GOVERNMENT RELATIONS

The Canadian Association of Petroleum Producers (CAPP) is the voice of Canada's upstream oil and natural gas industry. CAPP's member companies and associate members are a solution-oriented partner to the world's needs for affordable, responsibly produced, safe and secure energy.

CAPP's member companies produce about 80 percent of Canada's oil and natural gas and contribute over \$100 billion to Canada's gross domestic product while supporting almost 525,000 jobs across the country. CAPP recognizes the importance of delivering reliable, affordable, responsibly produced energy with exemplary environmental, social and governance standards, including managing the risk of climate change.

CAPP's mission is to advocate for and enable economic competitiveness, with environmentally and socially responsible performance and is dedicated to advancing reconciliation with Indigenous peoples. CAPP is committed to ensuring Canada is positioned to help meet global climate commitments as the supplier of choice in a world that demands a lower carbon energy future. CAPP's work is carried out through a variety of specialized policy and technical groups supported by CAPP staff, CAPP members and subject matter experts.

CAPP's culture consistently demonstrates the core values of *Find a Way, Be a Leader, Make a Difference* and *Be Good to Each Other*. Our culture will also consistently reflect the following attributes:

- Responsibility and accountability for results delivery
- Forward-looking leadership
- Teamwork, collaboration and mutual support
- Timely and effective communications, and
- Professional development for team members

CAPP is seeking a Director, Federal Government Relations. This permanent full-time position is located in Ottawa, Ontario and reports to the Vice President, Sustainability, External Relations and Indigenous Affairs. The federal government relations team is part of the Sustainability, External and Indigenous Affairs Department which is responsible for climate change and environmental policy development and regulatory enhancement, federal government and parliamentary advocacy, national stakeholder engagement and Indigenous affairs.

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Position Summary

This position supports CAPP's federal public policy and advocacy work and plays a key role in ensuring CAPP delivers industry messages effectively, meaningfully engages key stakeholders on complex policy issues and delivers on CAPP's key priorities and initiatives.

A strategic thinker and self-starter with a track record of federal policy and regulatory advocacy success, the Director of Federal Government Relations leads and manages CAPP's day-to-day federal government relations agenda working collaboratively with CAPP subject matter expert colleagues and policy groups and managing two direct reports. The Director acts as a key liaison between CAPP and the federal government and parliamentary offices, ensuring that inquiries are dealt with promptly and that regular meetings occur between the executive leadership and government representatives.

The Director leads and manages federal government relations at a high level of strategic and operational excellence. This includes setting clear performance goals and evaluation metrics, relationship mapping and tracking and overseeing the federal government relations staff and/or consultants as required.

There is a creative and innovative approach to the role, with the ability to think outside the box while bringing a solid understanding of the energy industry and the opportunities and challenges that the Canadian oil and natural gas sector faces. Additionally, the ability to walk across all political landscapes is critical as CAPP is a non-partisan organization that works with all governments and political parties to advance the Canadian natural gas and oil sector's interests.

Responsibilities

- Develops and implements federal government relations strategies in alignment with CAPP's goals, strategies, priorities, and initiatives
- Builds positive collaborative relationships with key federal stakeholders, including elected representatives, government officials and staff
- Supports executive leadership's relationships with elected representatives, government officials and staff
- Provides information and advice, responding to inquiries, and liaising with CAPP staff and CAPP members and associate members on issues of interest or concern to the industry or policymakers
- Conducts ongoing environmental and public policy scans and provide strategic advice to the VP, Sustainability, External and Indigenous Affairs on emerging government relations opportunities and relevant public policy issues
- Ensures the executive leadership is made aware, in a timely manner, of new government policy programs, announcements and legislation that may create opportunities/challenges for the Canadian oil and gas industry
- Collaborates with CAPP staff, subject matter experts and CAPP policy groups in the development of submissions to the government and Parliament to ensure that the tone and

substance consider current views and areas of interest of federally elected representatives and policymakers

- At the direction of, and in coordination with, the Vice President Sustainability, External and Indigenous Affairs, develops and manages special projects/events involving CAPP members and government representatives and parliamentarians to showcase industry work, expertise, and views of public policy issues
- Works collaboratively with CAPP's Communications group on the development of strategies and content for CAPP communications materials for parliamentarians, political staff, and federal decision makers
- Works collaboratively with provincial government relations teams, to report on federal political and policy developments and ensure that government relations activities are coordinated where needed or where policy files overlap
- Leads a small team of highly engaged and effective employees and contractors who support the delivery of the federal government relations division's business plan results
- Oversees the division's budget

Qualifications and Experience

- A Bachelor's degree in a relevant discipline such as public policy, political science, business, or related field
- A minimum of 10 years' relevant experience in an advocacy capacity, working in a complex organization or within government, while demonstrating progression in leadership roles
- Proven track record of federal advocacy success
- Comprehensive knowledge of the federal government structure and its decision-making processes as well as a solid understand of the Canadian parliamentary legislative and policy development processes
- Proven track record of positive working relationships with federal government officials, parliamentarians, and staff

Personal Skills and Qualities

- Strategic and analytical thinker with solid writing skills and strong ability in preparing presentations for senior executive level audiences, distilling and synthesizing complex input into coherent policy positions
- Excellent organizational skills with the capacity to manage multiple projects simultaneously under tight deadlines
- Superior interpersonal and networking skills and competent with public speaking and presenting to audiences
- Experience in effectively leading and developing direct reports
- Knowledge and understanding of the oil and gas industry, or other federally regulated industrial sectors, and experience with national industry associations will be a strength
- Fluency in both English and French will be an asset
- Must be eligible to work in Canada legally

Other Considerations

- Some travel may be necessary
- After hours and weekend work may be required

To Apply

Please send your cover letter and résumé in confidence to jobs@capp.ca with “Director Federal Government Relations” in the subject line. We thank all who apply; however, only candidates selected for an interview will be contacted.

The Canadian Association of Petroleum Producers is an equal opportunity employer. In accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*, upon request, accommodation will be provided by CAPP throughout the recruitment, selection and/or assessment process to applicants with disabilities.