



SENIOR ADVISOR, B.C. POLICY & STRATEGIC OUTREACH

The Canadian Association of Petroleum Producers (CAPP) is a non-partisan, research-based industry association that advocates on behalf of our member companies, large and small, that explore for, develop and produce oil and natural gas throughout Canada. Our associate members provide a wide range of services that support the upstream industry.

CAPP's members produce nearly three quarters of Canada's annual oil and natural gas production, and provide approximately 450,000 direct and indirect jobs in nearly all regions of Canada. According to the most recently published data, the industry contributes over \$70 billion to Canada's GDP, as well as \$45 billion in taxes and royalties to governments across the country. CAPP is a solution-oriented partner and works with all levels of government to ensure a thriving Canadian oil and natural gas industry.

We strive to meet the need for safe, reliable, affordable and responsibly produced energy, for Canada and the world. We are proud to amplify industry efforts to reduce GHG emissions from oil and gas production and support Indigenous participation and prosperity.

Position Summary

The Senior Advisor, B.C. Policy & Strategic Outreach, is a key role within the Regulatory and Operations team, spearheading efforts to enhance visibility and understanding of the upstream oil and natural gas sector with stakeholders across British Columbia. This multidimensional role involves developing and executing a comprehensive strategic outreach program to engage a variety of stakeholders, including chambers of commerce and business groups, as well as municipal, provincial and Indigenous government officials. The Senior Advisor ensures alignment with CAPP's priorities by fostering enduring relationships and partnerships, and incorporating external perspectives and priorities into the organization's agenda.

In addition to leading the outreach program, the Senior Advisor provides ongoing support to the broader Regulatory and Operations team by contributing to CAPP's advocacy. Sharp policy acumen is essential. Using experience, data, and member input and perspectives, this position requires contributing to formulating industry positions, and participating in and leading select association committees. Building and maintaining positive relationships with industry, government and regulatory agencies is an integral aspect of this position.

This full-time role is based in B.C. and reports directly to the Director, British Columbia Operations, who is based in Victoria. The preference for the location of this role is Vancouver or Victoria, with flexibility depending on the candidate.

- Collaborate with CAPP staff and members to formulate and execute an outreach program to amplify CAPP's presence across B.C. Solicit input into and align strategies to enhance visibility.
- Identify strategic sponsorship opportunities in alignment with CAPP's objectives. Manage sponsorship agreements, execute event logistics from setup to staffing and engage participants. Provide concise post-event reports highlighting key insights and value gained.
- Establish direct communication channels with stakeholders through diverse forums, formal and informal alike. Deliver impactful presentations to engage and inform stakeholders.

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1004, 235 Water Street
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201, 1114 Langley St.
Victoria, BC
Canada V8W 1W1
Tel 778-265-3819

- Collaborate closely with CAPP's Communications team to craft engaging presentations and speeches tailored for external audiences. Ensure messaging alignment with CAPP's overarching objectives and priorities.
- Work with CAPP staff and members to assess and articulate positions on critical policy issues within B.C. Ensure alignment with organizational objectives throughout the process.
- Monitor and analyze emerging and ongoing external issues. Develop and implement integrated strategies to support and adapt outreach activities in response to evolving events.
- Produce articulate and concise written materials, including briefings, submissions and meeting summaries tailored to various audiences.
- Other duties as assigned.

Job Requirements

- Post-secondary degree in an applicable discipline.
- Seven years of relevant work experience, with a focus on strategic outreach, policy development or community engagement, showcasing a deep understanding of stakeholder dynamics and communication strategies.
- Strong understanding of the Canadian economy and natural resource sectors, with experience in the oil and gas industry considered a significant asset, and providing context and insight into industry-specific challenges and opportunities.
- Experience in working with Indigenous communities and stakeholder groups is advantageous.
- Proven experience in strategic outreach, community engagement or collaboration with municipalities, including working with stakeholders with diverse viewpoints.
- Strong project coordination and ability to prioritize to ensure the successful execution of initiatives and projects.
- Track record in event planning and project management, including the ability to organize and oversee events of varying scales with thorough attention to detail and professionalism.
- Travel to CAPP's head office in Calgary and to rural and remote areas of B.C. as required, with flexibility in work hours to accommodate organizational needs and objectives.
- Must be legally eligible to work in Canada.

Skills & Qualifications

- Strong interpersonal, presentation and written communication skills to enable effective interaction and collaboration with diverse stakeholders.
- Demonstrates initiative and drive to act independently, while also excelling in collaborative environments.
- Ability to understand and explain complex industry topics, and communicating them to stakeholders and decision makers.
- In-depth understanding of B.C. current affairs and political landscape
- Exercises sound judgment and ethical decision-making, with a focus on prioritizing team needs and fostering a positive work environment.
- Displays strong analytical skills to identify needs, opportunities and challenges, and recommends appropriate courses of action and responses.
- Work in a team and independently in a fast-paced, deadline-driven environment while maintaining high standards.
- Dedicated to upholding and enhancing processes, ensuring efficiency and effectiveness in all tasks and responsibilities.