



## SENIOR ADVISOR, FEDERAL AFFAIRS

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

This position is a key role within the Sustainability, External Relations and Indigenous Affairs Team and serves as an important support pillar to CAPP's federal advocacy efforts on policy and regulatory matters. A keen policy acumen is necessary as the Senior Advisor is responsible for coordinating legislative and regulatory initiatives, providing expert advice on parliamentary affairs, and building relationships with key federal stakeholders. This role requires a strategic thinker with a deep understanding of parliamentary procedures, legislative processes, and federal policies. This is a permanent full-time position located in Ottawa, reporting to the Assistant Vice President, Public Policy & Strategic Engagement.

- Support policy development projects.
- Constantly monitor and provide timely and insightful analysis on federal government and parliamentary activities to anticipate and identify risks, opportunities, and issues relevant to CAPP's strategic objectives, in such areas as climate policy, environment, energy security and affordability, economic development, finance and Indigenous policy and relations.
- Provide timely high-quality federal policy and regulatory strategic updates, member briefings, and policy briefings related to specific files.
- Proactively develop and maintain strong working relationships with federal government officials, political staff and Parliamentarian to advance CAPP's policy objectives.
- Work closely with industry thought-partners to align efforts and amplify the organization's voice.
- Attend industry conferences, seminars, and other events to network, gather intelligence, and represent CAPP.
- Collaborate with subject matter experts at CAPP to identify areas of policy and regulatory priorities that require real time monitoring and summation.
- Collaborate with third-party government affairs consultants to proactively monitor federal legislative activities and government proceedings, ensuring CAPP is well-informed and can respond proactively to emerging policy developments.
- Be a champion for Canada's oil and natural gas industry.
- Other duties as required.

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## **Job Requirements**

- Post-secondary degree in public policy, political science, public relations, or a related field.
- Minimum of 7 years of relevant experience; experience on Parliament Hill is considered an asset.
- Strong understanding of the oil and gas industry and the regulatory environment in multiple jurisdictions across Canada (federally, provincially, territorially).
- Strong understanding of public policy, government processes, and legislative frameworks.
- Exceptional written communication skills, showing the ability to articulate complex ideas clearly and concisely, tailored to diverse audiences.
- Must be eligible to work in Canada legally and must be able to lobby on the federal scene.

## **Skills & Qualifications**

- A self-starter who takes initiative with minimal supervision and has excellent interpersonal and collaboration skills.
- Demonstrated experience coordinating projects, ability to multi-task, prioritize and respond effectively to competing timelines.
- Strong analytical and problem-solving skills, with the ability to make data-driven decisions.
- French proficiency is considered a strong asset.
- Work hours may vary from time to time.