

### Job Description – Manager, Legislative & Regulatory Affairs

#### **General Accountability:**

- Member of the small GAC team contributing to the association's success and effectiveness in all areas with priority on the management and facilitation of the Association's legislative and regulatory affairs, including the facilitation of our Legal Committee, Canadian Motor Vehicle Arbitration Plan (CAMVAP) Committee, Customs Committee, and Collision Committee
- Responsible for working with the president, staff and member companies to proactively develop strategies to:
  - Influence and educate politicians and civil servants
  - address provincial and federal privacy legislation regimes
  - safeguard the use and protection of personal information
  - address theft and cyber security related to vehicles
  - address the Right to Repair lobby in constructive way
  - evolve the Canadian Automotive Service Information Standard to address reasonable needs of aftermarket
  - develop creative performance- based initiatives to obviate the need for government regulatory action
  - develop regulatory alignment and cooperation initiatives broadly but with a focus on North America

#### **Specific Accountabilities:**

Responsible for:

- Weekly monitoring of Federal and relevant Provincial Gazettes for issues and initiatives that may impact the member companies across all files
- Monitoring the federal and provincial public agendas (Standing Committee Agendas, Hansard, Orders of Business etc.) as well as mainstream, trade, and social media for emerging issues of importance to the members
- The development and execution of advocacy efforts with government on legislative and regulatory compliance matters in conjunction with the Legal Committee, Government Relations Committee, the president, and other Committees as necessary
- Represent the Association in Ottawa at the Canada Board Services Agency's Border Commercial Consultative Committee (BCCC)
- Monitoring and responding on behalf of the Association to all federal, provincial and international initiatives on privacy relevant to the automobile especially the vehicle transitions to a fully connected part of the IoT
- Developing research proposals and associated budgeting to support the Association's Legal and Compliance goals for consideration by the relevant Committee for further

consideration by the Board

- Liaising with other relevant industry associations on common issues to develop common or complementary responses to government initiatives
- Interfacing with Canadian, American and International officials on regulatory cooperation and standards alignment issues
- Working towards being GAC representative on the Canadian Motor Vehicle Arbitration Plan (CAMVAP) Board of Directors, and relevant sub-committees of the Board on behalf of the GAC
- Facilitating regular meetings of the CAMVAP Committee to ensure fully vetted, consensus positions can be brought to the sub-committees and the Board of Directors of CAMVAP
- The production of information bulletins on issues of importance to the member companies and for which a permanent record regarding the issue should be maintained
- Preparation and circulation of Action Items from committee meetings day after the meeting
- Preparation of minutes/summary notes arising from meetings/conference calls of committees within a week of the committee meeting/conference call
- The cultivation and development of a documented industry and government (political and civil servant) network to provide early warning on emerging issues and mechanisms for expediting the appropriate resolution of issues of concern to the members
- Other duties as assigned by the President

**Candidate Attributes:**

- Minimum undergraduate degree with focus in political science/law
- 5 years work experience, ideally in stakeholder relations, government relations/monitoring
- Bi-lingual (French/English) (preferred)
- Located in Ottawa (preferred)
- Used to fast paced environment dealing with multiple issues
- Superb presentation and writing skills
- Familiar with the parliamentary process and how laws and regulations are developed
- Highly organized with excellent time management skills
- Able to synthesize large amounts of information into concise but informative bulletins for members



**Reports to:** President

**Support Resources:** Group Executive Assistant – Sadaf Amdjadi

**Hours :** 8:30 a.m. – 4:30 p.m. Staff members are currently working from home. It is understood that at times the responsibilities of the position will entail working and travel outside of stated office hours as a normal part of the position. Overtime will occasionally be a factor in the job and compensation will be provided via lieu time.

Interested candidates please forward your resume to [auto@globalautomakers.ca](mailto:auto@globalautomakers.ca).