

Canadian Federation of Agriculture

Job Title:	Environmental and Science Policy Advisor
Reports To:	Executive Director

Job Purpose

The purpose of this position is to remain current of and provide leadership on environmental, research, energy, animal care and food safety policy issues, legislation and bills, and to analyze the potential agricultural impacts. Reporting to the Executive Director, the position develops policies and solutions, communicates to government and other industry representatives to promote the sustainability of Canadian Agriculture through continuous improvement.

Duties and Responsibilities

1. Provide Analysis on environmental, research, food safety, public trust, energy and animal care issues:
 - Communicate with government and industry representatives.
 - Conduct research, attend and present at conferences.
 - Track relevant bills presented in the house or senate and review and provide analysis on the potential impact to the Canadian agriculture sector.
 - Propose solutions through legislative, regulatory and policy change to enable the continuous improvement of the agriculture sector.
 - Closely follow policy developments at the international level and relevant United Nations bodies.
2. Advise on and develop policy:
 - Synthesize members' concerns, prepare background documents and working papers on proposed policy for current and emerging issues.
 - Present and update CFA standing policy.
 - Develop recommendations for specific policy positions for the CFA building on Standing Policy.
 - Develop process to engage members to prepare for upcoming agriculture policy frameworks that include analysis of current policy framework and development of policy and recommendations for improvement.
 - Extrapolate national policies to the international level as required to contribute to the work of international working groups to represent that Farmer's constituency and Major Group at the United Nations.
3. Communications:
 - Remain informed by members of any provincial issues that may become national.
 - Inform co-workers and members of relevant new issues, legislation, or bills.
 - Communicate CFA policies to appropriate representatives.

- Update and maintain E&S components of CFA policy manual and website.
4. Promote CFA policies:
 - Communicate with government representatives, Ministers, Members of Parliament, Senators and their staff, other industry and non-industry representatives on CFA's policies through written and oral communications.
 - Liaise with other organizations and individuals to advance CFA policy.
 - Meaningfully participate in numerous advisory bodies to government in order to advance CFA policies.
 - Contribute to communications materials, reports, standing policy to promote policy priorities.
 5. Prepare for and when required, attend meetings on behalf of the CFA:
 - Provide support for members attending meetings on behalf of the CFA through the preparation of briefing notes, speaker's notes, presentations and attendance when required.
Attend and organize meetings with all levels of government officials, producer organizations, stakeholders and provide regular reports to CFA Executive and membership.
 6. Provide staff support to Special Issue Committees falling under Environment & Science (including animal care, food safety and others):
 - Develop terms of reference and timeline and deliverables.
 - Solicit participation within and outside CFA membership as required.
 - Develop schedule of conference calls.
 - Prepare agenda, research issues and supporting documentation.
 - Provide updates, draft policy based on member input, and organize speakers for the committee as required and provide reports to the board and at the AGM.
 - Prepare minutes of meetings and brief committee chair.
 7. Organize E&S related events as required:
 - Organize and secure funding for national or multi-stakeholder events that deal within the context of E&S policy.
 - Work with other stakeholders to contribute to and hold joint events.
 - Develop the agenda, secure speakers, and oversee all other meeting related logistical requirements such interpretation, audio visual, etc.
 8. Work as a member of the CFA team:
 - Provide support to other staff and CFA members when needed.

Qualifications

Job requires a graduate degree in environmental studies, sciences or related field combined with experience. Strong communication skills, diplomacy, good negotiation, and organizational skills also essential as is the ability to work under pressure and address competing priorities. Experience in agriculture, operating with a board structure and ability to work in both official languages would be an asset.

Direct Reports

Occasional work of contractors to complete aspects of CFA projects
