



## **Policy Analyst - Job description**

At CAHI, work is more than a job - it's a commitment to and passion for improving animal health and welfare in Canada. Ensuring we have healthier animals for a healthier Canada by improving access to safe, effective and innovative animal health products for Canadian veterinarians, animal owners and producers is at the heart of what we do. Are you ready to join a dynamic team leading Canada's animal health industry into the future? If so, let's talk!

We are currently seeking a Policy Analyst to join the CAHI staff team for an initial limited employment term of one year, with the potential for transition to a permanent position after 12 months, dependent on performance. The successful candidate will be a proactive, strategic thinker who will provide the CAHI with research, policy and program support in the development, coordination & implementation of strategies, policies, programs, guidelines and recommendations related to the animal health industry sector in Canada. The position is responsible for developing and maintaining a comprehensive overview of the industry's regulatory environment in Canada and providing support, advice and recommendations to senior association staff.

CAHI operates on a fully remote working operational model, so all CAHI staff work from home permanently. In person attendance at periodic (quarterly to biannual) staff meetings in the Greater Toronto or Montreal areas is required, and the position may require occasional travel within Canada to attend stakeholder meetings.

The Policy Analyst is required to perform a range of duties including, but not limited to:

- Working closely with the President & CEO and the Programs Director to conduct research and analysis related to the regulation of veterinary medicines ( including pharmaceuticals, biologics, pesticides, feed additives, and veterinary health products) and related issues
- Reviewing and analyzing existing and draft new/revised legislation, regulations, and policies to assess the regulatory and operational implications for industry and specifically the CAHI membership; reporting findings and conclusions; generating policy options and recommendations that are consistent with CAHI member perspectives/interests and CAHI's strategic direction.
- Identifying and understanding key facts of issues relevant to decision-making, such as effective oversight and regulation of veterinary medicines and specificities of the Canadian market.
- Maintaining awareness of new trends and developments in the animal health sector; planning and conducting issues research and analysis, including qualitative and quantitative aspects of sector environment and emerging trends.
- Designing and developing research proposals; conducting environmental scans to identify key issues; interpreting data to explain issues; analyzing strengths/weaknesses of existing regulations/ policies; and documenting results
- Preparing specialist commentary, research and discussion/options papers that accurately reflect industry perspectives and interests.



- Providing support, data and statistics to senior CAHI staff, including input into any proposed government initiatives and open consultations.
- Analyzing legislative, regulatory and policy proposals, and drafting appropriate comments, incorporating consolidated input from CAHI members.
- Regularly consulting with CAHI member companies to gather input on government consultations, regulatory and policy proposals; generating proposed solutions to ongoing regulatory irritants, etc.
- Liaising with staff in stakeholder associations within Canada (e.g. producer associations, veterinary associations, etc.), and corresponding industry associations in other jurisdictions (HealthforAnimals, Animal Health Institute, Animal Medicines Australia, etc.) on joint issues and projects to gain or exchange information, obtain feedback, or provide advice or recommendations.
- Maintaining a network of credible contacts in other organizations.
- Providing advice, briefings, and presentations on policy analysis and research results, current issues/trends, impact analyses and policy development recommendations to CAHI staff.
- Working closely with the Communications Manager to prepare research and analysis reports, policy statements, bulletins, position statements and communications for public release concerning the animal health sector
- Preparing/reviewing briefing notes, background papers, options papers, correspondence, speaking notes and other material for the CAHI Board and senior staff to support effective industry representation at meetings with MPs, regulators, and stakeholders, as well as international forums such as VICH, Codex Alimentarius, etc.

## **Qualifications**

- You must be legally able to work in Canada. We regret that we are not able to accept applications from individuals who are not already entitled to work in Canada at this time.
- You have a university degree in political science, public policy, or a related field.
- You have two to five years' experience as a policy professional.
- You are an innovative thinker with an entrepreneurial mindset.
- You have demonstrated knowledge and understanding of the Canadian animal health industry and the regulatory frameworks governing it, including the Food and Drugs Act, the Feeds Act, the Health of Animals Act and relevant associated Regulations.
- You have demonstrated knowledge and understanding of Extended Producer Responsibility programs in Canada.
- You are a people person. You enjoy connecting with others and you demonstrate emotional intelligence, active listening, and managing doubt to share and support CAHI's vision and mission while adapting to the public.
- You are an innovator, planner, good at prioritizing, can execute project plans and close the work to achieve goals and meet specific success criteria at established milestones.
- Excellent oral and written communication skills. French written and oral skills are an asset.



- Proficiency in the use of current information technology, including data analysis programs and applications. Familiarity with Power BI, and related applications an asset
- Direct experience in the Canadian animal health industry, agriculture, the veterinary sector or non-profit industry/trade/professional associations is a valuable asset.

CAHI is committed to accommodating any applicant with a disability, as required by law, during the recruitment, assessment and selection process. Please notify us if you require accommodation.

We are an equal opportunity employer and consider all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.

### **Salary**

\$65,000/year plus benefits

### **Contact**

To apply for the CAHI Policy Analyst position, please submit a cover letter and your resume **by October 12th** to [cahi@cahi-icsa.ca](mailto:cahi@cahi-icsa.ca).