



Railway Association
of Canada

Association des chemins
de fer du Canada

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The Railway Association of Canada (RAC) is the national industry association representing more than 50 freight and passenger railway companies and approximately 60 associate member suppliers and partners. RAC's mission is to advocate on behalf of its members to ensure that the rail sector remains globally competitive, sustainable, and most importantly, safe.

The Railway Association of Canada (RAC) is looking to fill the position of **Manager/Director, Regulatory Affairs**.

Location:	Headquarters - Ottawa
Start date:	Immediate
Compensation:	Commensurate with knowledge and experience
Reporting to:	Senior Director, Operations and Regulatory Affairs

Interested and qualified candidates are invited to submit their resume in confidence by December 17, 2018 to skazaka@railcan.ca with a covering letter describing their interest and suitability for the position.

The Railway Association of Canada welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank applicants for their interest, however, only those advancing in the process will be contacted.

THE RAILWAY ASSOCIATION OF CANADA
POSITION GUIDE

MANAGER/DIRECTOR REGULATORY AFFAIRS

PURPOSE/ OBJECTIVE

The Manager/Director Regulatory Affairs directs, manages, and where possible, provides subject matter expertise and interpretation on Canadian and US safety and Operations regulatory activities and services provided by the Railway Association of Canada (RAC) to all members and associated stakeholders. Assist RAC members to meet regulatory compliance while mitigating impacts to Operations.

Represent and promote the interests of the Canadian Railway Industry before all levels of government, to railway customers and other industries and to the public at large, in line with RAC policy directions and strategies.

KEY ACCOUNTABILITIES

1. Provide support, or direct RAC sub-committees, in the development of:
 - a) Legislative positions (Acts and Regulations);
 - b) Rules under the Railway Safety Act, Industry Standards;
 - c) Guidelines and RAC Circulars or amendments thereto;
 - d) Related research and position papers;
 - e) Strategies related to railway operations, safety, security and the environment.
2. Develop and present, on behalf of the industry, final submissions to various regulatory agencies including the requirements for appropriate consultations (both internal with RAC membership and relevant organizations), powers of attorney, and other requirements of the regulatory process.
3. Liaise with Federal and Provincial Government / Regulatory Committees and Working Groups to ensure railway interests are protected and inform the membership accordingly.
4. Coordinate and implement strategies and programs, in association with members and regulators that promote understanding, awareness and compliance of the regulatory processes and specific Acts, Rules, Regulations and guidelines through workshops, training programs, written communications and generic industry plans or guidelines.
5. Liaise with U.S. railway organizations (AAR, ARRLA, APTA, AREMA, etc.) and regulatory agencies (DOT, FRA, NTSB, etc.) to evaluate impact of activities on Canadian rail operations and regulatory environment; lead, direct and coordinate joint efforts, resources and information as necessary and appropriate.
6. Perform scheduled and ad-hoc regulatory analysis for internal stakeholders;

STATUS AND SCOPE/AUTHORITY

This position reports directly to the Senior Director, Operations and Regulatory Affairs.

The incumbent is expected to maintain high-level internal/external stakeholder contacts including:

- a) Policy and Public Affairs executives and staff at RAC;
- b) Senior operating officers of member railways;
- c) Directors and staff of Federal and Provincial agencies, particularly Transport Canada - Rail Safety, Transportation Safety Board, Environment Canada, Canadian Transportation Agency and Human Resources Development Canada;
- d) Executives and staff of numerous industry, trade, and safety associations and councils;
- e) Executives and staff of North American railway industry associations - e.g. AAR, ARSLA, APTA;
- f) Executives and staff of Labour Unions and organizations.

POSITION REQUIREMENTS

- University degree;
- Strong written and verbal communication skills;
- Strong analytical, planning and process skills;
- Ability to influence without having positional authority;
- Ability to deal with and resolve conflict appropriately;
- Must be able to develop and maintain effective working relationships with internal and external parties;
- Able to act strategically to balance big-picture concerns with day-to-day activities and stay informed about regulatory changes, industry practices and new developments;
- Able to build support by leveraging contacts, giving compelling reasons and responding effectively to the positions and reactions of others;
- Adaptable and responds resourcefully to new demands and challenges.
- Strong knowledge of North American railway regulatory requirements an asset;
- Regulatory/Political process knowledge;
- Railway operations knowledge and experience an asset;
- Light rail (LRT) knowledge an asset;
- Must be able to travel cross border;
- Proficiency in both official languages preferred.

WORKING CONDITIONS

- Headquarters: Ottawa
- Office environment
- Travel required
- Significant time pressures
- High sensory attention and stressful situations