Railway Association of Canada

MANAGER REGULATORY AFFAIRS

The Railway Association of Canada (RAC) is the national industry association representing close to 60 freight and passenger railway companies and approximately 60 associate member suppliers and partners. RAC's mission is to educate and collaborate with supply chain partners, governments, regulators and other stakeholders and advocate to ensure rail's ongoing role in safely and efficiently moving Canada's goods, resources, and people.

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

RAC's Regulatory Affairs Team overseas the safety and operating rules that govern Canada's railways, acting as the voice of the industry when new rules and regulations are being developed. The team provides an essential link between federal regulators and RAC members, and works collaboratively with federal departments and agencies that include Transport Canada, the Canadian Transportation Agency, the Transportation Safety Board of Canada, Employment and Social Development Canada, Innovation, Science and Economic Development Canada and Public Health Agency of Canada, among others. RAC also collaborates with provincial regulators.

Interested and qualified candidates are invited to submit their resume in confidence by **January 26, 2024** to skazaka@railcan.ca with a **covering letter** describing their interest and suitability for the position.

The Railway Association of Canada is an equal opportunity employer committed to the principles of employment equity and inclusion. We welcome applications from all qualified individuals.

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

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Position Overview

The Manager Regulatory Affairs serves the interests of the Canadian railway industry in line with RAC policy directions and strategies by providing support on safety and operations regulatory activities, including awareness and compliance services provided by the Railway Association of Canada (RAC) to its members.

The Responsibilities

- Provide support to the Senior Director Operations and Regulatory Affairs and RAC sub-committees in the development and amendments of:
  - Legislative positions (Acts and Regulations)
  - Rules under the Railway Safety Act
  - Industry Standards
  - Guidelines and RAC Circulars
  - Related research and position papers
  - Strategies related to railway operations, safety, security, and the environment;
- Research and review regulations, rules, standards, and other benchmarks.
- Draft, on behalf of the industry, submissions to address various regulatory matters;
- Coordinate with Federal and Provincial Government (including Transport Canada, Transportation Safety Board, Canadian Transportation Agency), Regulatory Committees and Working Groups;
- Stay informed of regulatory changes, industry practices and new developments, and inform the Senior Director Operations and Regulatory Affairs and membership accordingly;
- Coordinate strategies and programs, with members and regulators, that promote understanding, awareness and compliance of the regulatory processes and specific Acts, rules, regulations, and guidelines, through workshops, events and programs, written communications, etc.;
- Support the Senior Director Operations and Regulatory Affairs in liaising with U.S. railway organizations (AAR, ARRSLA, APTA, AREMA, etc.) and regulatory agencies (DOT, FRA, NTSB, etc.). Coordinate joint efforts, resources, and information as necessary and appropriate;
- Perform scheduled and ad-hoc regulatory assessments.

Professional Experience and Qualifications

- University degree in a relevant discipline such as public policy and administration, law, engineering, business;
- Experience in the railway industry or other regulated, safety-sensitive, and supply-chain-critical industry. Operations experience an asset;
- Able to navigate and decipher regulations and rules;
- Must be able to develop and maintain effective working relationships with internal and external parties;
- Able to respond effectively to the positions and reactions of others;
- Knowledge of North American railway regulatory requirements an asset;
- Previous experience with an industry association an asset;
- Proficiency in both official languages preferred.

Personal Attributes

- Excellent research and communication skills (verbal and written);
- Strong attentiveness to detail.
- Strong organizational, analytical, planning and process skills;
- Flexibility and adaptability to adjust rapidly to changing needs;
- Ability to deal with and resolve conflict appropriately;
- Adaptable and responds resourcefully to new demands and challenges;
- Highly personable;
- Works well in a team environment and with outside stakeholders;
- Works well on their own and with minimal supervision.

Working Conditions

- Flexible work location;
- Some travel required within Canada and US, must be able to travel cross border;
- Deadlines and time pressures;
- Stressful situations.