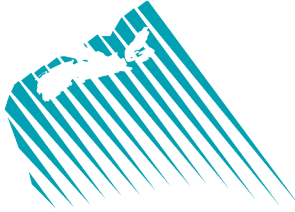


CNSOPB



CANADA-NOVA SCOTIA
OFFSHORE PETROLEUM BOARD

Analyst, Regulatory Policy

(One year contract position)

The Canada-Nova Scotia Offshore Petroleum Board (CNSOPB) is located in Dartmouth, Nova Scotia, and is the independent joint agency of the Governments of Canada and Nova Scotia responsible for the regulation of petroleum activities in the Canada-Nova Scotia Offshore Area. Governments have announced their intent to expand our mandate to include the regulation of offshore renewable energy development in the Canada-Nova Scotia Offshore Area.

The Analyst, Regulatory Policy reports to the Director, Operations/Health, Safety & Environment and is responsible to research and provide analysis, and to support each group at the CNSOPB as it prepares for its expanded mandate to regulate the offshore renewable energy industry in the Canada-Nova Scotia Offshore Area.

With a focus on offshore renewable energy, the responsibilities include:

- Provide analytical support to the CNSOPB's Management Team on assigned portfolios such as updating or developing CNSOPB policies and procedures, guidelines, or other regulatory instruments related to mandated functions, corporate services and information governance.
- Research, analyze and report on requested topics primarily related to offshore renewable energy best practices.
- Liaise with CNSOPB staff on assigned portfolios and with federal and provincial counterparts and other regional, national, and international regulatory bodies.

The successful candidate will possess the following qualifications and competencies:

- Relevant University Degree
- 1-5 years of experience preferred.
- Bilingualism (English and French) is an asset.
- Well developed computer skills in Word, Excel, and Outlook.
- An understanding of policy concepts and analysis, and the qualitative and quantitative mechanisms and tools necessary to undertake it.
- An understanding of organizational design, process, and policies of government.
- Have demonstrated ability to build collaborative working relationships.
- Have strong planning, writing, organizational and administrative skills and can present work clearly, set priorities, meet deadlines, and manage multiple assignments.

Compensation: Commensurate with qualifications.

Applications will be marked confidential and must be submitted to:

Tara Jennings
Advisor, Audit, Evaluation & Human Resources
Canada-Nova Scotia Offshore Petroleum Board
27-201 Brownlow Avenue
Dartmouth, NS B3B 1W2

Telephone: (902) 422-5588
Facsimile: (902) 422-1799
Email: tjennings@cnsopb.ns.ca
URL: www.cnsopb.ns.ca

Please submit all applications by: June 6, 2023

CNSOPB is committed to employing staff who are representative of the diverse community we serve. If you are a member of one or more of the following designated groups, you are encouraged to self-identify on your cover letter or resume: Indigenous People, African Nova Scotians and Other Racially Visible Persons, Persons with Disabilities and Women in occupations or positions where they are under-represented.

The CNSOPB thanks all applicants for their interest; however, only those applicants selected for an interview will be contacted.