



## POLICY ADVISOR

Beef Farmers of Ontario (BFO) is a grassroots organization that represents Ontario's 19,000 beef farmers and advocates in the areas of policy and program planning, industry development and research, environment, animal health and welfare, and domestic and export market development. BFO's vision is to help foster a sustainable and profitable beef industry, and have Ontario beef recognized as an outstanding product by our consumers.

BFO is currently seeking a full-time Policy Advisor to perform duties in the areas of research, policy analysis, stakeholder/government relations, and strategic communications on a wide array of issues affecting or involving the Ontario beef industry.

Reporting to the Manager of Policy and Issues, the BFO Policy Advisor will assist in researching, developing and implementing government relations strategies and strategic messaging based on in-depth issues analysis and exploration of policy options, as well as developing and presenting position papers and strategy documents for the BFO Board of Directors.

Specific job functions include, but are not limited to:

### Responsibilities:

- Research and communicate on a variety of aspects (including producer impact, societal and economic) of a variety of issues facing the beef and broader agriculture industry. Issues cover a range of subject matter, including environment, animal health and care, land use, business risk management, labour, trade, food safety, processing, market development, economic development, and industry sustainability.
- Investigate and advise on legislation, regulation, programs, and policy options in context of industry priorities, positions held by other organizations, federal and provincial government priorities, and other factors.
- Prepare position papers, briefing notes and strategy documents for consideration by the Manager of Policy and Issues, the Executive Director and the BFO Board of Directors.
- Assist in development and execution of government relations strategies.
- Work closely within the BFO team to develop comprehensive strategic messaging.
- Monitor and advise on federal and provincial legislation.
- Act as industry liaison with federal and provincial governments, elected officials and political staff, and other external stakeholders.
- Manage projects as required.
- Other duties as assigned.

### Requirements:

- University degree in a related field such as public policy, political science, economics, agriculture or business.



- Prior experience in strategic communications, policy analysis, government/public relations, research management and/or issues management.
- Excellent written and verbal communication skills.
- Highly developed analytical abilities.
- Proficiency in building and maintaining relationships with key stakeholders.
- Ability to strategically approach a variety of interconnected issues and priorities.
- Advanced computer skills with proficiency in Microsoft Office.
- Ability to multi-task and prioritize activities.
- Strong attention to detail and accuracy.
- Ability to be flexible and adaptable in a fast-paced and quickly evolving environment.
- A valid Ontario drivers' licence

**Assets:**

- Experience working on behalf of an elected board of directors and/or committees.
- Knowledge of agricultural production, rural issues and/or the agri-food system.

Interested candidates must have a university education in a related field. Candidates with degrees in public policy, political science, economics, agriculture or business are particularly well-suited for this role. Candidates must have excellent written and verbal communication skills, highly developed analytical abilities, and a strategic approach to issues with proficiency in relationship-building.

Preference will be given to candidates who have demonstrated experience in working with an industry or volunteer board and/or committee in the areas of project management, policy analysis and research.

Knowledge of agriculture production and the agri-food industry is considered an asset but is not required.

Compensation for the position is commensurate with experience. Benefits include health and dental coverage, paid vacation and a matching RRSP program.

Qualified applicants should send resumes to Katherine Fox at [katherine@ontariobeef.com](mailto:katherine@ontariobeef.com) and include "Policy Advisor" in the email subject line on or before June 5, 2020. We thank all interested applicants, however only those under consideration will be contacted.

