



NACC
National Airlines
Council of Canada

CNLA
Conseil national des lignes
aériennes du Canada

National Airlines Council of Canada - We are the voice of Canada's largest airlines

Director, Regulatory Affairs

The National Airlines Council of Canada (NACC) represents Canada's largest national and international passenger air carriers: Air Canada, Air Transat, Jazz Aviation LP and WestJet. We promote safe, accessible, sustainable and competitive air travel by advocating for the development of policies, regulations and legislation to foster a world-class transportation system.

Our advocacy efforts shape crucial policies and measures that promote a Canadian airline industry as a model of safety, customer service and environmental responsibility. We achieve this by working collaboratively with numerous industry partners and with governments to continuously improve air travel as the indispensable connective network that is essential to Canada's prosperity, economy, and global competitiveness.

NACC is in search of a **Director, Regulatory Affairs** to join our team. Reporting to the Vice-President, Stakeholder Relations and Regulatory Affairs, the mandate of this position is to represent and advance the interests of NACC's members on a variety of regulatory, operational and technical issues.

The Director will work closely with NACC's Committees and membership to formulate policies and positions on a wide range of issues. Key Duties will include:

Regulatory Development

- Monitoring and providing regular updates on the status and changes to regulations, standards and guidance material and determine the impact to NACC airlines.
- Providing support to member airlines by exploring ways to increase safety and efficiency.
- Liaising with various government and industry stakeholders such as Transport Canada, NAV CANADA, etc. and other applicable aviation organizations.
- Working with NACC members, Committees, and external bodies to develop regulatory positions and policies on a range of issues impacting our members.
- Sharing and communicating regulatory positions and policies using a mix of tools, including correspondence, briefs, reports, presentations, articles, webinars, etc.
- Conducting research, compiling and analyzing various data in support of NACC initiatives.
- Working with like-minded coalitions to develop joint policies and positions on a range of policy and regulatory issues.

External Representation

- Representing NACC at applicable meetings, conferences, and committees and various industry working groups.
- Organizing and coordinating meetings with industry stakeholders on behalf of the organization.
- Actively participating in external consultations and stakeholder meetings.
- Preparing correspondence, speaking notes, issue summaries, briefs, etc. to enable senior NACC representatives to effectively represent the association.



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Engagement with NACC Members

- Serving as the staff liaison and secretariat for a number of NACC's Committees; scheduling meetings, presenting topics, and performing timely follow-up.
- Attending Executive Committee meetings and the biannual Board of Directors meetings and yearly AGM; preparing and presenting key updates and information.

Essential Qualifications

- A postsecondary degree in a relevant field of study or an equivalent level of experience in aviation.
- Minimum 8 years experience working in aviation policy and/or regulations. Examples could include airlines, airports, international organizations, relevant agencies (e.g., CATSA, NAV CANADA, CTA, etc.).
- A self-starter, someone who takes initiative and can work independently.
- Ability to work with absolute integrity and sense of fair play to represent a diverse NACC membership.
- Ability to communicate clearly internally and externally on both technical and non-technical topics.
- Must be a consensus builder; someone who can forge common positions among multiple interests.
- Ability to write clear, cohesive, and concise documentation that is easily understandable by colleagues, management, and stakeholders.
- Ability to effectively advocate positions on behalf of NACC member carriers in a positive, even-tempered, and non-confrontational manner.
- Ability to work in a fast-paced manner (as required), on multiple tasks and reporting on the status of work.
- Excellent verbal and written communication skills.
- Bilingualism (English, French) is an asset.
- Previous experience with an aviation association is an asset.
- Must be a Canadian citizen to obtain required security clearance if/as required.

Working Arrangement

This position is based in Ottawa, Ontario. Although preference is for an Ottawa-based position, other locations throughout Canada will be considered for the right candidate. NACC staff enjoy remote and flexible working arrangements, as agreed to by the President and CEO. Attendance at in-person meetings, and occasional travel may be required.

NACC offers a competitive salary, benefits and vacation package.

Process

If you feel this position is right for you, please send a cover letter and a copy of your most recent C.V, to Jeff Morrison c/o jmorrison@airlinecouncil.ca by August 2, 2024.

NACC is an equal opportunity employer, and welcomes applications from all qualified individuals. We sincerely thank all candidates for their interest, however, please note that only applicants selected for further consideration will be contacted.