



This moment brought to you by  
**MARINE ATLANTIC**

At Marine Atlantic, we need people like you to create moments like this.

## Senior Policy Advisor

At Marine Atlantic, we do so much more than get people from point A to point B. Whether it's reunions, long-awaited trips home, or the start of a new adventure, we bring people together. We couldn't bring people together every day without our own dedicated employees. Our employees are committed to safety, strive for excellence, work with integrity, and are great team players.

Marine Atlantic is currently accepting applications for a **Senior Policy Advisor** to work with our Strategy and Corporate Affairs team. The successful candidate may choose to work from either our Port aux Basques, NL or North Sydney, NS location.

The Senior Policy Advisor is responsible for ensuring that all of Marine Atlantic's management policies are consistent with and support the governance level policies set by the board. To do this, you will build a library of all existing policies; identify gaps and develop new policies where appropriate; communicate new policies as required; develop a naming/numbering/storage system to track them, and develop an effective review process.

The position will also complete analysis and develop recommendations for policies that may impact operating departments of the Corporation. This will require gathering information to support recommendations on relevant aspects of operations. You will require a high level of professionalism and the appropriate management of confidential information.

### Additional Key Areas of Responsibility

- Provide leadership and expertise in research, policy development, and related business processes to support the planning and delivery of the Corporation's policy agenda.
- Build a library of all existing policies, ensure storage and protection of all documents and ensure document control is in place.



Marine Atlantic  
Marine Atlantique

Canada

[marineatlantic.ca/hiringnow](http://marineatlantic.ca/hiringnow)

- Develop a standard format and numbering system for all policies to ensure proper tracking and control of periodic reviews.
- Review all policies for consistency and relevance with Board policies.
- Edit and rewrite existing policies as required in conjunction with applicable departments.
- Identify gaps in policies and develop new policies where appropriate.
- Develop a communication process to ensure that all employees of the Corporation are aware and have access to all relevant policies.
- Provide leadership and direction to other departments' employees to ensure accurate and complete analysis and execution of projects.
- Work cooperatively with outside consultants engaged to bring specific subject matter expertise to a project;
- Assist in the development of responses to ATIP requests and parliamentary questions, which will require the possession of sensitive and confidential material only available to the corporation's Board of Directors and Executive.
- Promote a safe working environment; addresses unsafe work practices.
- Assist in the accomplishment of company objectives by performing other related duties as required.

### **Education and Work Experience**

- A degree from a recognized university in a relevant field of study (business, economics or MBA); with a minimum of 5 years work experience in a related position.  
**OR**
- A combination of equivalent education, job-related training and experience in a related position

### **Qualifications**

#### **Essential**

- Advanced judgment and ability to manage highly sensitive information.
- Advanced policy development and policy coordination experience, including sound knowledge of the structure and operations of Corporations and decision-making processes, and the linkages between the policy, legislative, fiscal and communication processes.
- Ability to support the development of digitally-based, user-focused tools, processes and supports that facilitate the collection and analysis of complex information.
- Ability to resolve complex problems in creative ways.
- Strong qualitative and quantitative analysis skills to formulate options and recommendations for senior management consideration.
- Detail oriented and driven to break down problems, test and develop solutions.
- Superior written and oral communication skills.



## Why work for Marine Atlantic?

We are dedicated to creating an environment which promotes employee growth, career development, and job satisfaction. Some benefits of working with Marine Atlantic include competitive salaries, defined benefit pension plan, comprehensive health benefit packages, and professional development opportunities. Come experience the pride of working with an organization with newly constructed and revitalized infrastructure that has positioned itself for the future.

## How to apply for this opportunity:

If you have the ambition to make a difference and you meet the above requirements, please apply on line before **4 pm (Atlantic Time) on 1 December 2017**

## All applicants must apply online:

[www.marineatlantic.ca/hiringnow](http://www.marineatlantic.ca/hiringnow)

**Please note:** For your application to be considered, all sections and questions must be completed.

## Important Information:

Marine Atlantic is a Federal Crown Corporation that provides a vital ferry service link between Newfoundland and Labrador and mainland Canada.

Marine Atlantic Inc. is committed to Employment Equity, Diversity, and Inclusion and invites applications from Women, Aboriginal People, Persons with Disabilities, and Visible Minorities.

To receive this job poster in an alternative format or to discuss alternate ways of completing the online application, please contact the Marine Atlantic Human Resources Department ([recruiting@marine-atlantic.ca](mailto:recruiting@marine-atlantic.ca)).





Marine Atlantic  
Marine Atlantique

Canada

[marineatlantic.ca/hiringnow](http://marineatlantic.ca/hiringnow)