

<b>Job Title:</b>	Manager, Communications and Policy (Contract 13 months)
<b>Reports To:</b>	SVP, Legal, Policy & Corporate Secretary
<b>Department:</b>	Legal, Policy and Corporate Secretarial

### JOB PURPOSE

The Legal, Policy, and Corporate Secretarial department is responsible for the corporate secretarial duties, communications initiatives, and policy-related matters of the Canadian Investor Protection Fund (CIPF). Reporting to the SVP, Legal, Policy & Corporate Secretary, this position is responsible for supporting the goals and objectives of the Legal, Policy, and Corporate Secretarial department, with key responsibilities focused on communications and policy initiatives.

### DUTIES AND RESPONSIBILITIES

#### Strategic Planning

- Manages Senior Management's strategic planning and prioritization process including co-ordinating with external facilitator in development of outputs/ reports for internal and external communication on CIPF's key priorities/strategic initiatives.
- Support the CEO/ Board Chair /Corporate Secretary with the Board's strategic planning process ensuring alignment with Management's process and outcomes, and support communication of the strategic plan for internal and external use.

#### Policy Initiatives:

- Advise on general coverage and disclosure-related policy issues, as well as analyses of new products, including crypto assets.
- Research and review various topics and policy developments that may have an impact on CIPF coverage.
- Review material and attend meetings from current and potential member firms regarding proposed products and services to determine CIPF coverage implications.
- Liaise with CIRO and the Canadian Securities Administrators on policy initiatives.
- Draft Board and Committee meeting materials on various policy initiatives, including crypto assets and communications initiatives.

#### Communications

- Support the development of an external communications plan that cultivates investor and industry relationships, connections and confidence in order to deliver on the organization's vision, mission, and strategic direction. This can include infographics, and webcasts accredited for continuing education credits. Support the SVP and CEO in ongoing development and execution of CIPF's communications plan.

- Manage CIPF social media accounts.
- Oversee quantitative research, including the Online Investor Panel.
- Support the leadership team's efforts in representing the organization to external bodies on relevant matters, including preparation of materials for external presentations, including speaker notes and slide decks.
- Support CEO presentations / communications including speaker notes and managing relationships with external stakeholders.
- Manage the process / function for responding to public queries, and advise on complex coverage-related queries.
- Leads and co-ordinates production of Annual Report.

### **Staff Management and Training**

- Within the budget approved by CIPF's Board of Directors, ensure staff receive training and support required to perform their job function.
- Accomplish department goals and objectives by managing direct reports through planning and evaluating department activities, providing coaching and feedback on their individual responsibilities and priorities.
- Coach, counsel, performance manage and if needed, apply corrective action.

### **Other**

- Ensure confidential documents, as identified by each Department, are handled in accordance with CIPF policies.
- Other duties, as assigned, including support on queries and insolvencies.

### **QUALIFICATIONS AND JOB REQUIREMENTS**

- Post-secondary degree in business, or related area.
- Law degree is preferred.
- Effective interpersonal and communication skills.
- Demonstrates strategic thinking, good judgement, and initiative.
- Strong project management skills.
- Professional experience in the financial sector, preferably in a legal or regulatory role.

### **KEY COMPETENCIES**

The competencies listed below are critical to success in this role.

- **Critical Thinking:** Attributes: Creative problem-solving skills, intellectual curiosity and an open mind.
- **Planning:** Attributes: Prioritizing work and keeping manager informed of any obstacles that could result in delays.

- Positive Attitude: Attributes: Adaptability and coachability.
- Teamwork: Attributes: Sharing of information and collaboration.

### WORKING CONDITIONS

- This position is set in an office environment.
- The standard workweek for this position is 35 hours.
- The standard business hours for this position are 9 am to 5 pm.
- Hours worked outside of the standard work schedule may be required.
- Fast-paced environment.
- Ergonomic: Sitting for long periods of time, exposure to computer/laptop/mobile device screens for long periods of time, repetitive hand/arm movement.