# Statement of Merit Criteria

**Policy Analyst**

**Reference number:** RSN19J-020143-000085
**Selection process number:** 2019-RSN-IA-ES-191515

Natural Resources Canada - Electricity Resources Branch - Nuclear Energy Division
Ottawa (Ontario)
EC-05
Acting, Deployment, Indeterminate
$81,858 to $94,219

**Closing date: 22 May 2019 - 23:59, Pacific Time**

**Who can apply:** Employees of the Federal Public Service occupying a position in the National Capital Region.

Eligible veterans and CAF members may apply. (Information on mobility for veterans and CAF members)

Apply online

**Important messages**

We are committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you need to be accommodated during any phase of the evaluation process, please use the Contact information below to request specialized accommodation. All information received in relation to accommodation will be kept confidential.

Assessment accommodation

**Intent of the process**

A pool of (fully or partially) qualified candidates may be established through this process to staff identical or similar positions at Natural Resources Canada with various tenures, various linguistic requirements and profiles, various security requirements, various conditions of employment, various operational requirements, and for various locations.

The immediate need is to staff 1 Bilingual Imperative BBB/BBB or English essential position.

**Positions to be filled:** 1

**Information you must provide**

Your resume.

**In order to be considered, your application must clearly explain how you meet the following (essential qualifications)**

Education:

Graduation with a degree from a recognized post-secondary institution with acceptable specialization\* in economics, sociology or statistics.
\*Candidates must always have a degree. The courses for the specialization must be acceptable and may have been taken at a recognized post-secondary institution, but not necessarily within a degree program in the required specialization. The specialization may also be obtained through an acceptable combination of education, training and/or experience.

Degree equivalency

Experience:

1) Experience conducting policy analysis\*, and developing options, recommendations, and advice for senior management\*\*.
2) Experience preparing briefing materials\*\*\* for senior management\*\*.
3) Experience supporting consultations or collaborations with external stakeholders\*\*\*\*.
4) Experience in one or more of the following areas: science, technology, or innovation policy; nuclear, energy, or environmental policy, international relations or negotiations; security policy; or other area with substantive relevance to the position.
5) Demonstrated record of excellence (e.g. through delivery of exceptional results in work or volunteer activities, or through the receipt of a scholarship or award – preference will be given for individual versus group awards).

\* Policy analysis should have included economic considerations, stakeholder views, and other factors.
\*\*Senior Management is defined as Director level and above.
\*\*\* Briefing materials should have included one or more of: information or decision memos, background briefs, scenario notes, talking points and key messages, Memoranda to Cabinet, or Treasury Board Submissions.
\*\*\*\* External stakeholders include (but are not limited to): other orders of government, non-government organizations (NGOs), industry, Indigenous groups, and/or research organizations.

**If you possess any of the following, your application must also clearly explain how you meet it (other qualifications)**

Asset Education:
Graduate degree in an area of relevance to the position.

Degree equivalency

Asset Experience:
• Experience in preparing materials for international meetings and participating in international discussions or meetings.
• Experience providing advice to senior management on energy policy, nuclear policy, or nuclear regulation, programs or operations (preference will be given to candidates with nuclear policy or nuclear regulation experience).
• Experience providing advice on security issues.
• Experience working with Indigenous groups.

**The following will be applied / assessed at a later date (essential for the job)**

Various language requirements

Information on language requirements

Knowledge

Knowledge of Canada’s energy landscape.
Understanding of Canada’s nuclear energy policy, issues, and stakeholders.

Ability

Ability to coordinate multiple complex and sensitive files within tight deadlines.
Ability to communicate effectively orally.
Ability to communicate effectively in writing.

Personal Suitability

Effective Interpersonal Relationships
Initiative
Judgment

Operational requirements

Willingness and ability to work occasional overtime.
Willingness and ability to travel occasionally.

**Conditions of employment**

Secret security clearance

**Other information**

The Public Service of Canada is committed to building a skilled and diverse workforce that reflects the Canadians we serve. We promote employment equity and encourage you to indicate if you belong to one of the designated groups when you apply.

Information on employment equity

Indeterminate employees at the same group and level or equivalent will be considered for deployment. If no deployment is made, applicants from other groups and levels will be considered in the advertised appointment process.

A top down selection of candidates may be used in the determination of those to be given further consideration in the assessment process.

For this selection process, it is our intention to communicate with candidates via email for screening and assessment purposes. This will include communication of screening results and invitations to written tests and interviews. To that end, candidates must include a valid email address in their application. It is the candidate’s responsibility to ensure that this address is functional and that it accepts messages from unknown users (some email systems block these types of email). It is also the candidate’s responsibility to ensure accurate information is provided and updated as required.

The hiring organization will accept applications on-line only. All job applications must therefore be submitted through the Public Service Resourcing System. To submit an application on-line, please select the button “Apply Online” below. Persons with disabilities preventing them from applying on-line are asked to contact 1-800-645-5605.

Persons are entitled to participate in the appointment process in the official language of their choice. Applicants are asked to indicate their preferred official language in their application.

Depending on the requirements of the position(s) being staffed from this process, for current or future vacancies, any or all of the other qualifications may be applied at the time of staffing. Candidates may be contacted and assessed against these criteria at any time during this process.

Note: If you were educated outside of Canada, you must have your credentials and/or diploma assessed against Canadian education standards. The public service will accept any Foreign Educational Credentials as long as they are deemed comparable to Canadian standards, through a recognize credential assessment service. For more information please click on Degree Equivalency.

**We thank all those who apply.**

**Contact information**

**HR Advisor, Human Resources Advisor, Staffing Operations**

hradvisor@canada.gc.ca