



**Product Policy Expert  
Product Policy  
One (1) Permanent Position  
Location: Regina | Out of Scope P3  
Open Competition | #34-P-PP-2017-KS**

**Job Posting Date: November 6, 2017  
Closing Date: November 17, 2017 @ 4:00p.m**

**Position Summary**

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Reporting to the Manager, Product Policy, this position is responsible to ISC's registries and product lines for the following:

- Provide advice and guidance to registry staff on policy matters, customer inquiries and complex and/or unique situations.
- Collaborate with registry officers on the development of effective registry policy.
- Provide strategic policy advice to the product lines and act as a trusted advisor to the registries.
- Provide escalated registry support to external clients.
- Provide authorizations, approvals, consents, draft documentation, and notifications as required within their scope of delegated authority.
- Act as key liaison between ISC and registry officers on legal and policy matters.

**Position Requirements**

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- University degree in Law, Public Policy or a related specialty, and several years of experience in policy interpretation and application.
- Knowledge and understanding of legislation and regulations relating to the registries, as well as a good understanding of the legislative and regulatory process.
- Strong research and analytical skills and ability to recognize a legal issue.
- Ability to address multiple requirements to solve problems and provide advice and guidance to registry staff.
- Ability to demonstrate leadership and expertise with key leaders in the product lines to develop understanding and trust.
- Ability to negotiate and influence to build strong relationships with knowledgeable customers and stakeholders.
- Excellent communicator both written and verbally
- Highly organized and able to manage multiple priorities
- Ability to work as part of a team
- Strong customer focus