

Position Description  
**Regulatory Specialist**

**Vision Statement**

*To stand together as one, ensuring independent communities thrive today and in the future.*

**Mission Statement**

*We equip members with insights, expertise, and shared resources to sustain safe, resilient communities in a changing world.*

**Position:**

Regulatory Specialist

**Reports to:**

President

**Reporting Relationships:**

None

**Cross-Functional Relationships:**

Provides high level, specialist assistance, guidance and alternative solutions to CHEC members.

Maintains relationships with Ontario Energy Board (OEB), Independent Electricity System Operator (IESO), and Ministry of Energy (MOE) and applicable external associations and agencies.

**Position Summary:**

Informed by Cornerstone Hydro Electric Concept's (CHEC) mission and vision statements and service values, the **Regulatory Specialist** is an autonomous position that plays a critical role in supporting the CHEC members by leading CHEC's Regulatory portfolio providing assistance, guidance and alternative solutions related to the regulatory, financial and cost of service issues associated with the operation of Local Distribution Companies (LDC's).

**Position Description:**

*(The duties / responsibilities listed hereafter are an overview of the minimum requirements of the position and do not include all the duties inherent, included or associated with the job or with the performance of the job. It is understood that the incumbent is accountable for the successful achievement of each duty / responsibility as assigned).*

**Key Accountabilities**

**Leads CHEC's Regulatory portfolio**

- Provides strategic and value-added regulatory and associated finance support to CHEC's members.
- Maintains strong understanding of Ontario Energy Board (OEB), Independent Electricity System Operator (IESO), and Ministry of Energy (MOE) regulations as they pertain to LDC's.

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- Liaises between all CHEC members on regulatory and associated finance matters.
  - Participates in, represents and advocates for CHEC and CHEC members on industry committees and/or stakeholder forums and presents consolidated views on behalf of members.
  - Remains current on regulatory issues, changes and potential changes in regulatory direction.
  - Facilitates and leads committee meetings and any associated working groups ensuring a collaborative and cohesive solutions-based approach.
  - Facilitates and provides regulatory and associated financial training to CHEC members.
  - Supports consultants and provides guidance to members on Cost of Service (COS), Incentive Rate Mechanism (IRM), Incremental Capital Module (ICM) and Advanced Capital Module (ACM) and related projects ensuring compliance to the process.
  - In conjunction with consultants, develops, reviews and revises complex regulatory based financial models, technical data and assists members in their application.
  - Identifies problems and issues, analyzes them, and develops solutions to address them.
  - Compiles critical materials in logical order with connecting factors, providing timely interpretations and summaries of regulatory issues such as: decisions, amendments, new regulations, changes and trends for CHEC Members.
  - Provides recommendations on potential actions to ensure compliance and agility within the sector.
  - Develops, reviews, updates and maintains common regulatory and associated financial policies and procedures in conjunction with member volunteers.
  - Provides assistance, guidance and recommendations on implementation of policies and procedures.
  - Leads regulatory related Request for Proposals (RFP's) as needed.

### **Health and Safety**

- Works in compliance with the provisions of the Occupational Safety Act and the regulations, and any other pertinent regulations to promote a health and safe workplace for all.

### **Other**

- Acts as an ambassador for the CHEC Association (and its members), promotes the Association to all members, the public and external stakeholders.
- Adheres to all CHEC policy, procedure and practices.
- Perform any additional duties as assigned.

### **Education:**

- A degree in Finance, Economics or Business Administration and/or extensive knowledge of the regulated utility environment.
- CPA designation is considered an asset.
- Industry related continuing education in regulatory training an asset.

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## Experience:

- 8 + years' experience in a regulatory industry and/or utility providing expertise in regulatory, accounting or finance.
- Previous experience with in-depth reviews of application-related rates.
- Previous experience with Cost-of-Service (COS) submissions.

## Behavioural Competencies

- ✓ **Strategic thinker** - assesses options and actions based on trends and conditions in the industry, with ability to link long-range visions and concepts to daily work.
- ✓ **Advocacy** – represents and advances the causes and perspective of CHEC's members.
- ✓ **Attention to Detail** - efficiently allocates cognitive resources and achieves thoroughness and accuracy with complex financial and technical detail.
- ✓ **Customer / Client Service Orientation** - Understands individual stakeholder needs (including and beyond specific projects) helping to ensure success in their roles.
- ✓ **Interpersonal Understanding and Skill** – achieves successful interactions with a diverse group (Regulators, members, associates, suppliers)
- ✓ **Teamwork / Cooperation** - works well in a non-hierarchical, matrix team structure, with stakeholders across multiple organizations and jurisdictions.
- ✓ **Analytical** - successfully analyzes large amounts of data and converts analysis into quantitative and qualitative information to aid in the decision-making process.
- ✓ **Holds Self Accountable** - works independently on multiple projects while remaining adaptable to change and meeting deadlines.
- ✓ **Organizational Awareness and Commitment** – has an innate understanding of the role of the CHEC Association and its impact for CHEC members and acts accordingly.
- ✓ **Project Management** - manages diverse portfolios of projects with varying degrees of complexity and produces results within tight deadlines.

## Technical Competencies

- Extensive knowledge of the regulated utility environment, including the *Ontario Energy Board Act*, 1998 and related Regulations and rate setting filing requirements, guidelines, and handbooks such as the *Handbook for Utility Rate Applications*.
- Strong understanding and in-depth knowledge of the energy industry, including past, present, and future trends.
- Advanced proficiency with Microsoft Office Suite (in particular – excel (highly proficient), outlook, word, PowerPoint, etc.).
- Mathematical skills / financial modelling.
- Report generation.
- Effective Communication – read, analyze, interpret industry related information, write correspondence, reports and industry related policy/procedures, present creatively and effectively to individuals and groups, and able to communicate complex matters in lay terms to various stakeholders.

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## Other Requirements

- Clear criminal record – the position has access to significant sensitive, financial and confidential information.
- Valid Class “G” driver’s license and reliable transportation in order to travel to various member facilities and public meeting locations within Ontario.
- Ability to attend public and private facilities in compliance with Ontario’s vaccine mandates.
- Flexibility in work hours / extended hours when necessary, including overnight stays.
- Ability to maintain and manage confidentiality.
- Comfortable with a distributed work model and the use of technology to facilitate continuous collaboration.
- Ability to develop and maintain relationships with colleagues and stakeholders in a quasi-judicial/ regulatory environment.
- Flexible in working independently and collaboratively with other professional colleagues.

## Working Environment

- Work conducted in a virtual home-based office with use of wide array of technology to stay connected with CHEC staff and CHEC members.
- Physical demands require no undue fatigue regarding sitting, standing and walking.
- Frequent travel to and attendance at Committee Meetings, LDC sites, and other public / private facilities.

## Hours of Work

This position is based on a 20-to-35-hour workweek as agreed upon between the successful candidate and CHEC. Flexibility in hours / days of work including working additional hours as required from time to time based on industry cycles and organizational needs.

I, \_\_\_\_\_ have reviewed the above position description and I understand the associated duties and accountabilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my employer without it being specifically included in the position description. If I have any questions about the position duties not specified on this description that I am asked to perform, I understand I should discuss them with my immediate supervisor.

I further understand that continued employment is based on my ability to perform the duties and accountabilities, with the competencies outlined in this position description. I have discussed any questions I may have had about this position description prior to signing this form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date