

Position Description

Position: Consultant (Clean Technology and Innovation)
Term of Position: Full-Time
Closing Date: June 8, 2018
Location: Calgary
Contact: careers@delphi.ca



IMPACT STATEMENT:

Join **The Delphi Group** and make a difference.

Delphi is looking for a full-time consultant with crackerjack expertise in cleantech and innovation to join its thriving Calgary office. You'll be part of a team that includes some of Canada's leading experts in corporate sustainability, climate change, cleantech and innovation, and green economy.

Our clients include some of the largest companies, organizations, and governments in Canada. This is an opportunity to help them become more environmentally and socially responsible while building a better, more competitive business model. You will play a role in accelerating clean technology adoption by: assessing cleantech options, strategic planning and road mapping; conducting in-depth analysis on market trends, technology performance, and potential impacts/benefits; and supporting cleantech and innovation programming at GLOBE Series events (www.globeseries.com)¹.

We are an organization that lives and breathes our vision: to create a sustainable and socially just future in a generation. If you want to have fun while changing the world for the better – and work for an organization that will support your professional growth and challenge you intellectually - **The Delphi Group** is the company for you.

The Delphi Group is a certified BCorp (www.bcorporation.net) and is an equal opportunity employer. More details on Delphi's corporate citizenship can be found at www.delphi.ca/about-us/our-corporate-citizenship/.

POSITION SUMMARY:

A Consultant at Delphi is responsible for providing project management, client relations, research and analysis, plus other related duties. The role requires excellent client support skills, including clear communications, analytical and strategic competencies, and an appetite for taking initiative. Consultants work closely with multi-disciplinary staff in other Delphi offices across Canada in a highly collaborative and positive environment.

Consultants are expected to participate in the company's corporate social responsibility activities and undertake administrative tasks as requested.

¹ The Delphi Group is the licensed operator of GLOBE Series, and the two organizations share staff and resources.

RESPONSIBILITIES:

Research & Projects

- Lead small & medium size research projects with minimal supervision from senior management
- Manages the project team members, initiates team meetings, etc.
- Assists with the preparation of project timelines, budget and reports on project progress
- In coordination with senior management, undertakes communication with clients
- Undertakes research and general project work including analysis of research findings, writing reports, preparation of tables and graphs, undertaking interviews, etc.
- Undertake stakeholder engagement activities, facilitation, consultations (workshops, roundtables, phone interviews, etc.)
- Support execution of cleantech and innovation programming for GLOBE Series events.

Business Development

- Develop new business opportunities for Delphi through networks, clients or RFPs
- Development of proposals including taking the lead on the overall coordination and writing the majority of proposal sections
- The ability to scope a Terms of Agreement with a client, as well as project methodology and deliverables
- Drafting of project budgets for review by Delphi senior management

Marketing

- Take a proactive approach to promoting Delphi's accomplishments and projects through individual marketing, participation and presentations at related conferences and events.

QUALIFICATIONS:

- Expertise in clean technology and innovation. Experience in other Delphi service areas (e.g., sustainability, climate change, carbon, accounting, cleantech, green economy, etc.) is a strong asset
- A university degree in business, economics, environmental studies, science or engineering (or equivalents)
- Post-graduate training (or equivalent industry experience) in technical areas related to Delphi's service areas is an asset
- Strong interpersonal, and written and oral communication skills
- Experience in building and maintaining new client relationships
- Strong ability to manage client expectations, demands and concerns
- 5 years' experience with project and/or program management
- Ability to prioritize, multitask and organize work efficiently
- Advanced analytical and problem-solving skills
- A team-oriented attitude and willingness to "get it done"

VALUABLE ASSETS:

The successful candidate need not possess any or all of the following attributes, but should highlight them if they do:

- Facilitation experience
- Niche experience in one or more major Canadian industrial or economic sectors
- Knowledge of Canadian, US and/or international climate change policy, regulations, and programs
- Professional designation