

Position Description

Position: Consultant (Green Economy Advisory Services)
Term of Position: Full-Time
Closing Date: October 31, 2018
Location: Vancouver or Victoria
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 green economic development, including strong experience in project management and an understanding of the evolving cleantech landscape, to join its thriving BC practice. You'll be part of a team that includes some of Canada's leading experts in corporate sustainability, climate change, greenhouse gas management, environmental engineering, clean energy, clean technology, and environmental management.

Our clients include some of the largest companies, organizations, and governments across 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 helping to grow the clean economy in BC and Canada more broadly by: assessing clean economy sectors and growth opportunities; conducting in-depth analysis on market trends, investment and supply chain opportunities, and workforce capacity / needs; and undertaking strategic planning and road mapping for a wide variety of public and private sector clients.

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/.

In addition, **The Delphi Group** is committed to developing, implementing, and maintaining best practices and strategies to enhance equality, diversity and inclusion representing all persons from visible and non-visible minorities and persons with disabilities. We make this commitment at all stages of the employment life cycle to support a sense of inclusion for employees at all levels of the organization ensuring everyone feels comfortable bringing themselves to work and contributing from a place of respect and feeling valued for the diversity they bring to the workplace. Our organizations can only be strengthened by our ability to harness the richness and strength of our diversity.

POSITION SUMMARY:

A Consultant at Delphi is responsible for providing project management, client relations, research and analysis, report preparation, 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.

RESPONSIBILITIES:

Research & Projects

- Lead small & medium-sized research projects with minimal supervision from senior management.
- Manages the project team members, initiates team meetings, etc.
- Assists with the preparation of project timelines and 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.).

Business Development

- Develop new business opportunities for Delphi through networks, clients, and RFPs.
- Development of proposals, including taking the lead on the overall coordination and writing the majority of proposal sections.
- The ability to scope Work Plans and 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 green economy sectors (including renewable energy, transportation, green buildings, clean technology, and circular economy).
 - Experience in other Delphi service areas (e.g., sustainability, climate change, carbon, accounting, finance, 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, written, and oral communication skills.
- 5 years of experience with project and/or program management.
- Experience in building and maintaining new client relationships.
- Strong ability to manage client expectations, demands, and concerns.
- Ability to prioritize, multi-task, and organize work efficiently.
- Advanced analytical and problem-solving skills.
- A team-oriented attitude and self-motivated 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:

- 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.
- Previous economic development experience.
- Previous workshop facilitation experience.
- Any professional designation (e.g., PMP, P.Eng, etc).