

# Position Opening

**Position:** Policy Analyst  
**Staff Classification:** Level I Analyst  
**Term of Position:** Full Time  
**Closing Date:** October 31, 2018  
**Location:** Vancouver/Calgary/Toronto/Ottawa  
**Contact:** [careers@delphi.ca](mailto:careers@delphi.ca)

## IMPACT STATEMENT:

Join The Delphi Group and make a difference.

Delphi is looking for a full-time analyst with crackerjack expertise in all things sustainability related, and in particular policy in Canada. 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 ensure Delphi has the policy related expertise in place in order to provide impactful Green Economy, Climate Change, Clean Tech, and Sustainability advisory services 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](http://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/](http://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:

The Policy Analyst is responsible for providing research, analytical and strategic support to all projects and proposals, and to all levels of management in the company. The role requires excellent support skills, including clear communications, analytical and strategic competencies, and an appetite for taking the initiative around opportunities as they present themselves.

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

## **RESPONSIBILITIES:**

### **Research & Projects**

- Support projects with the accountability for delivering research and general project related duties in a timely manner. Particular focus on projects related to:
  - Climate Change Policy and Regulatory Analysis
    - Provincial climate policies, reduction strategies
    - Federal pan-Canadian Climate Change Framework
    - International trends research
  - Green Economy Advisory Services
    - Employment and economic analysis
    - Industry and market trends analysis
    - Sector profiling
  - Corporate Sustainability and Climate Risk Management Strategies
    - Risk identification, materiality assessments
    - Integrating ESG and carbon factors into strategies
    - Benchmarking and competitive analysis
  - Clean Technology and Innovation Services
    - Company specific research, data collection, and analysis
    - Industry and sector trends research and analysis
    - Challenge Dialogues
- Tracking of ongoing sustainability, climate, innovation, and energy policy and regulatory developments and emerging trends through a variety of means.
- Support in responding to requests for research, policy analysis, intelligence, and strategic insight for diverse client base and audiences, including related to GLOBE Series and other ASEM event related programming if time allows.
- Assist with the preparation of writing and editing draft reports and subject briefs (includes content review and development).
- Support with stakeholder engagement, facilitation and consultations (workshops, roundtables, phone interviews, etc.).

### **Proposals**

- Support the identification of opportunities and with development of project proposals of varying size and scope.

### **Business Development and Marketing**

- Tracking relevant news and policy initiatives across Canada on an ongoing basis, in line with the core areas of focus for Delphi and of interest to Delphi clients and/or projects.
- Provide research and needed support to other Delphi team members in developing business strategies and marketing materials across a variety of sectors.
- Preparation of and assistance with the development of thought leadership pieces, presentations, and other engagements.

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

#### **QUALIFICATIONS:**

- Strong ability to research and analyze information from a variety of sources, consolidate into concise findings, and effectively communicate results.
- Balance of strategic policy insight and technical knowledge.
- 1-3 years employment experience working as a policy/research analyst or related experience.
- A university degree in public policy, business, economics, and/or environmental studies (or equivalents).

#### **Valuable Assets**

- French language skills.
- Familiarity or experience with federal and/or provincial climate policy landscape.
- Experience with green economy and clean technology landscape in Canada, as well as GHG Reporting (CDP, Global Reporting Initiative) and/or Environmental Inventories (carbon, energy, water, waste, etc.), considered an additional asset.