



## Strategies to Sustainability

1404-1 Nicholas Street, Ottawa, ON CANADA K1N 7B7

Tel: +1 613 241 1001 Fax: +1 613 241 4758 [www.stratos-sts.com](http://www.stratos-sts.com)

## Technical Consultant Job Description

Located in Ottawa, Stratos Inc. is one of Canada's leading environmental and sustainability consultancies. We are proud of the strong and credible reputation we have built in both corporate and government circles, and are known for providing objective and realistic services and advice, and producing high-quality products. We are trusted advisors, strategists, integrators and facilitators. Stratos specializes in collaborative problem-solving with a focus on environmental and natural resource management and sustainability. We work across all levels of government, business and civil society. Stratos works across jurisdictions in Canada and has deep expertise working with Canada's natural resource sectors, including with the mining, energy and forestry sectors. For more information on Stratos, visit: [www.stratos-sts.com](http://www.stratos-sts.com).

We currently have an opening for a **Technical Consultant** to join our dynamic team. Stratos provides a competitive compensation and benefits package and the necessary tools needed to do the work successfully. We are committed to each individual's development and growth in building a meaningful career.

### Education

Engineering degree or other applied science degree (e.g. geology), either Masters and/or Undergraduate level, required in a discipline related to natural resource management or sustainability; some relevant work experience (e.g. 3 – 5 years of related experience) will be seen as a strong asset

### Overall Responsibilities

Consultants at Stratos are responsible for contributing to the successful completion of consulting engagements and supporting the marketing and business management efforts of the firm. While consultants will be initially aligned with particular Stratos service offerings, they will also support other service and business lines as required. This versatility and cross-fertilization is an important factor underlying Stratos' success, and is particularly important to provide consultants the opportunity to learn about the different business lines and services that Stratos offers and identify areas where they would like to further specialize.

The Technical Consultant's primary role is to contribute to projects that involve technical subject matter, technical methodologies, or other areas requiring understanding of complex systems. Stratos does not provide engineering or scientific services, but technical knowledge and skills strengthen our work in a number of sector and services areas including: natural resources (e.g., mining, energy and forestry), contaminated sites management, clean energy, climate change adaptation, and risk management. Familiarity with environmental, health and safety management systems is a strong complement to the Technical Consultant's role.



## **Specific Responsibilities**

Specific responsibilities of this Consultant position include:

- Providing technical and analytical expertise around a specific discipline or knowledge area, including:
  - Analyze technical/specialist issues, and synthesize multiple sources of potentially conflicting information to understand and assess problems
  - Conduct research and analysis, applying technical experience, knowledge and established assessment frameworks and approaches, and
  - Assist in the development and application of methodologies and best practices related to specific technical areas.
- Contributing to the successful completion of specific consulting engagements by:
  - Conducting web-based research, literature reviews, and database searches
  - Compiling, synthesizing and analyzing data and information
  - Conducting consultation and information collection activities, including interviews and surveys
  - Writing background materials and contributing to the preparation of reports, manuals, and procedures
  - Creating figures, charts and tables for inclusion in reports and presentations
  - Report proof-reading, formatting and preparation
  - Preparing presentations
  - Assisting with the planning of meetings and workshops
  - Acting as a rapporteur and preparing minutes and reports from workshops and meetings
  - Over time, identifying and developing a specific area(s) of expertise.
- Supporting business development and marketing activities, including:
  - Conducting research on client needs
  - Preparing marketing presentations
  - Participating in proposal preparation, and
  - Beginning to develop a network of professional contacts.
- Contributing to the successful operation of the firm by:
  - Adhering to Stratos policies and procedures
  - Participating in internal teams and committees, and
  - Learning about the consulting business, and applying these learnings.



## **Skills and Attributes**

Specific consulting skills and attributes required to successfully fulfil these responsibilities include:

- Solid understanding of and experience working within complex, technical systems (ideally related to natural resource management and/or sustainability issues)
- Ability to situate technical issues within a broader socio-economic, policy or business context
- Excellent research skills
- Ability to collect and synthesize large amounts of information and discern what is important; specifically ability to collate multiple sources of information and evaluate technologies or processes against a common framework
- Good interpersonal and communication skills, as evidenced by clear and respectful communications with colleagues and clients
- Ability to conduct information collection interviews effectively
- Ability to identify clear decisions or recommendations that may emerge from meeting discussions and/or interview notes
- Very good writing skills, including ability to undertake technical writing that is accessible to a general audience
- Good time management and organizational skills
- Aptitude to manage projects, including developing and monitoring budgets, timelines and product quality
- Ability to follow instructions and proactively approach Project Manager with questions or to seek clarification, and
- Working knowledge of French would be an asset.

## **Your Personal Impact**

Stratos offers a truly impactful work experience that empowers our team with countless opportunities to grow, lead and contribute in areas that matter to them.

At Stratos, your impact may be felt personally - such as increased satisfaction from seeing a project through from start to finish, or from working as part of a smart, dynamic team with a strong work-life balance.

Your work would also impact Stratos' success. We are dedicated to growing the firm and there is never a shortage of "hats" you could wear to help make that happen. You might be involved in shaping our business strategy, developing an approach to test a new Canadian market, or developing learning sessions for our company retreat. These are just some of many ways you could help cultivate and impact Stratos' long-term success.

Lastly (and most significantly), you will impact the ability of Stratos' clients to deliver on their mandates. Our clients focus on natural resource management and sustainability issues, for the benefit of future generations. Your work at Stratos will help them shape and better fulfil their important visions.



We strive for excellence and professionalism in every aspect of our work and supporting you at every level of impact you seek to make.

Please check out our Team page on the Stratos website to learn more about Stratos employees' perspectives of the contributions they are able to make each day ([www.stratos-sts.com](http://www.stratos-sts.com)).

**We thank all applicants** in advance for their interest in this role; however, only those selected for an interview will be contacted.