

## Job Posting: Senior Analyst

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**SEEKING:** A Senior Analyst to join Clean Energy Canada's policy team. You are a systems thinker and skilled advisor up to the task of maintaining and advancing our high standards for accurate and credible research, analysis, policy perspectives, and communications.

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### About this job

The Senior Analyst ensures Clean Energy Canada's research, analysis, policy perspectives, and communications are accurate, credible, and defensible. The Senior Analyst must be fluent in different analysis techniques (relating to energy, economics, and emissions), data sources, and translating complex technical analysis into plain-language summaries and recommendations that are accurate and easily understood. The Senior Analyst will also help identify research topics, questions, and analytical approaches to help Clean Energy Canada achieve its organizational objectives.

Externally, the Senior Analyst engages with senior levels of government, industry, and civil society to both understand other perspectives and share Clean Energy Canada's perspective. This may include participating as a stakeholder in government engagement processes, as part of industry and civil society collaborations, and ad-hoc collaboration on different issue areas.

### Roles and Responsibilities

#### Technical and Policy Analysis & Advice

- Recommend research and analysis to support Clean Energy Canada's objectives.
- Analyze and evaluate policies and clean energy technologies using greenhouse gas emissions, cost, economic, and employment data (with a focus on renewable energy, energy efficiency, zero-emission mobility, and carbon pricing).
- Recommend policy design to accelerate a shift to clean energy technologies in the building, transportation, and power sectors across Canada.

#### Strategy and Planning

- Advise senior management on priorities, issues, and context to help shape Clean Energy Canada's organizational strategies and priorities.
- Develop and implement strategic plans for specific program areas as needed.
- Develop and implement campaign plans for specific issue areas as needed.
- Advise Clean Energy Canada on the technical implications of different policies and approaches in broader strategic discussions.

### Program, Project and Team Management

- Develop and lead program and project goals, objectives, timelines, and deliverables.
- Report and evaluate on the success of projects/programs.
- Manage contractors and team members involved in programs and projects.

### Collaboration

- Represent Clean Energy Canada in multi-stakeholder collaborations as needed. This may include processes led by external parties or those convened by Clean Energy Canada.
- Develop and maintain collaborations as necessary. This may include developing terms of reference, managing meetings, developing shared goals and objectives, and building support for group initiatives.

### Communication

- Summarize technical and policy analysis in concise briefing notes, blogs/op-eds, or summary reports for diverse audiences.
- Represent Clean Energy Canada in meetings and public presentations with government, industry, and civil society.
- Respond to media as appropriate based on analytical work and experience.

### Qualifications & Skills

- Excellent quantitative and analytical skills
- Familiarity with a range of analysis techniques including modelling (energy, economy, emissions), interviews, and data analysis. Comfortable with Microsoft Excel for data management and basic analysis
- Demonstrated ability to achieve high performance goals and meet deadlines
- Adaptability to operate confidently and effectively in a fluid-operating environment
- Demonstrated ability to communicate complex technical information in a clear and concise manner both written and verbally
- Very strong interpersonal skills and the ability to build and maintain strategic relationships with external stakeholders and partners
- Ability to deliver excellence and reliability when working independently

### Education and Experience Requirements

- Master's degree in economics, engineering, public policy, resource management, or equivalent
- Five to 10 years experience in policy analysis, preference for policy experience in climate change, renewable energy, energy efficiency, and zero-emission mobility
- Experience managing projects, contractors, and team members

## Supervision

- The Senior Analyst reports to the Policy Director
- The Senior Analyst supervises:
  - Program and project teams as necessary (3 to 4 people plus contractors)

## Working Conditions

- Preference for Vancouver, Victoria, or Ottawa
- Must be available to travel up to 4 days per month, to attend Clean Energy Canada team meetings (4 times per year for up to three nights), or engage with external interests

## About Clean Energy Canada

Clean Energy Canada is a climate and clean energy program within the Morris J. Wosk Centre for Dialogue at Simon Fraser University.

We are a team of about a dozen people working to accelerate Canada's clean energy transition by sharing the story of the global shift to renewable energy sources and clean technology. We conduct original research, convene influential dialogues, inform policy leadership, and build citizen engagement.

Our team is small but mighty. We strive to be innovative, collaborative, data-driven, and responsive to shifts in the political and policy landscape. We work in a fast-paced environment where clear and engaging communications matters and where each individual's contribution counts.

## Compensation

Clean Energy Canada offers a competitive non-profit salary, vacation and health benefits package. This position is a one-year contract with the possibility of extension and potential for growth.

## How to Apply

If you think this position sounds like a great fit for you, please submit a **cover letter and resume** to [jobs@cleanenergycanada.org](mailto:jobs@cleanenergycanada.org), following these instructions:

- Submit your resume and cover letter as one PDF file named using this format:  
**Application\_JobTitle\_LastName-FirstInitial\_YYYYMMDD.pdf**
- Address the cover letter to Sarah Petrevan and limit it to **one or two pages**

*NOTE: Applications that do not adhere to these format and naming conventions will not be considered.*

Clean Energy Canada is an equal-opportunity employer. While we appreciate all expressions of interest, only those applicants selected for an interview will be contacted.

### **Application Deadline**

Applications will be considered as they are received, and this competition will remain open until the position is filled. The ideal start date for the successful applicant is January 13, 2020.