

## Local Government Consultant

### Vancouver, BC

### About the Opportunity

We are in search of a talented Local Government Consultant to join our team located in our Vancouver Office. Our Local Government Practice focuses on helping local government clients find solutions to complex problems. Clients approach us needing help on a broad range of issues related to service delivery, governance, and finance. Examples of questions we have recently helped answer are:

- How should we manage our infrastructure to meet current and future community needs?
- What financial policies should we adopt?
- How can we improve our organization's decision-making?
- How can we build capacity within local government?
- How do we communicate complicated technical concepts to a broader audience?

We routinely draw on our firm's engineering and planning expertise to answer these questions; however, we operate more like management consultants than traditional engineers or planners. We pay close attention to not only the technical dimensions of the problem, but also to the human and political dimensions. Nearly all of our consulting is highly collaborative – we work with our clients rather than for them.

Specific responsibilities of this role will include but are not limited to:

- Participating in team brainstorming sessions and preparing meeting summary notes
- Preparing reports, presentations, and workshop materials based on input provided by the team
- Planning for workshops and supporting facilitation
- Researching best practices, including conducting interviews
- Supporting interviews and analyzing interview notes
- Supporting the development of proposals and work programs
- Developing frameworks for communicating complex ideas and
- Engaging with local government and First Nation government staff and elected officials to assist in projects

### About You

Our ideal candidate is a university graduate from a relevant program (post graduate degree is an asset), with up to 3 years of experience in a professional setting. This position is open to people from various backgrounds and disciplines, who possess the following relevant skills:

- You have excellent writing skills – you must be able to communicate ideas clearly and concisely
- You have a knack for organizing complex information/ideas into a form that is easily understood
- You are able to take a rough idea and transform it into something that is fully formed
- You possess strong organizational skills, with the ability to manage multiple projects on an ongoing basis
- You thrive under pressure and can meet multiple deadlines in a fast-paced environment
- You are proficient in Microsoft Office programs
- You are a self-starter who sees opportunities and takes the initiative to advance projects
- You are equally comfortable working as part of a multidisciplinary team (often including planners and engineers) or independently
- You are committed to working in the public interest to build vibrant communities

- Experience in customer service, or consulting is an asset

## About Us

Recognized as one of Canada's top employers, Urban Systems is an employee-owned inter-disciplinary consulting firm based in Western Canada. In business since 1975, we have four decades of experience working with a variety of clients including all levels of government, Indigenous communities, commercial and residential land developers, and the natural resource sector. Our team of over 450 people, across multiple branch offices, is committed to helping build vibrant communities of all sizes.

## Our Commitment to You

At Urban Systems, we make significant investments in our people, which is why we take great care to hire those who we believe will thrive in Urban Systems over the long term. We've become recognized as a workplace of choice by nurturing a unique corporate culture that sets us apart and provides:

- Challenging and interesting project opportunities
- A fun workplace, where hard work accomplishes great things
- The opportunity to work with industry leading professionals in a collaborative environment
- Ongoing career development and learning
- Meaningful rewards and recognition

## How to Apply

If this describes your background, your skills and your natural talents, please visit our website for more information and submit your resume and covering letter along with a completed Candidate Questionnaire (available for download on our site).

Deadline for applications: **May 8<sup>th</sup>, 2019**