

Job Description – Senior Consultant



GLOBAL PUBLIC AFFAIRS
FROM INSIGHT TO IMPACT

Job Title:	Senior Consultant	Job Category:	
Location:	Ottawa	Travel:	
Salary Range:	TBD	Position Type (Full or Part time):	
HR Contact:		Posted When:	
Reporting to:		Expires When:	

Intro:

Global Public Affairs is recruiting an experienced Senior Consultant to join our federal team. Candidates should possess a solid background in government, with experience in government relations considered a strong asset.

We are looking for someone who is outgoing, client service-oriented, organized when dealing with a range of ongoing projects, and enjoys working in a collaborative team environment.

Specifically, we are seeking an individual with existing experience working on issues related to security and defence. This experience can cover various aspects of security and defence including innovation and technology, procurement, supply chains, and/or all of the above. Furthermore, experience seeking and securing government funding for high-potential organizations would be an asset.

This position is responsible for maintaining Global's strong corporate brand and reputation through client-facing interactions.

The Senior Consultant is a key contributor, and at times, the lead on client projects. They will maintain a client portfolio and remain engaged in client mandates while building a network and working through issues by liaising with the departmental and political levels of government.

The Senior Consultant is able to provide briefings on relevant projects, clients, and issues on short notice, and can respond to tight deadlines and urgent matters without neglecting any other client work.

In addition, the Senior Consultant is responsible for undertaking business development activities including networking. They are an important support to their Practice Group Leader in achieving the team's strategic vision, goals and objectives. The incumbent is comfortable handling risk and uncertainty.

Global is an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

Global values inclusion and access for all participants and are pleased to provide reasonable accommodations. If you require accommodations, please contact Stephanie Elyea selyea@globalpublic.com or 613-866-2925 to make a reasonable accommodation request.

The pay range for this position is \$80,000 to \$115,000 annually. The starting salary will be based on the successful candidate's experience and qualifications. We anticipate that the starting salary will be at the entry level of the band with room for growth as the candidate develops in the role.

Interested candidates should email their resume and cover letter to cv@globalpublic.com.

Please include reference number TISI-2001 in the subject line of your email and in your cover letter. No phone calls please. Only qualified candidates will receive a call back for interviews.



Job Description:

Roles and Responsibilities

- Provides significant support in the execution of departmental/geographical business plans and attainment of corporate goals and objectives
- Plays a key role in the establishment and implementation of marketing, networking and business development initiatives relevant to the department's area of specialty
- Represents the company as appropriate with clients and in community affairs
- Prepares written reports and proposals; delivers results presentations as well as sales presentations
- Proactively markets and up-sells services to current and potential clients
- Mentors and develops junior team members by providing regular feedback and opportunities for them as appropriate
- Provides strategic advice and input to the Practice Group Leader and other members of the team
- Identifies hidden opportunities and anticipates future industry trends
- Functions as the key point of contact on client projects
- Monitors and evaluates progress and results for all projects in his/her portfolio
- Seeks guidance and support as needed; mitigates issues prior to their escalation
- Performs other duties as required

Skills and Qualifications

The minimum qualifications for this role are:

- A post-secondary degree in business, public administration, or a related discipline
- A minimum of five years' experience in a political or relevant industry environment with at least three years in a position of significant responsibility
- Good understanding of parliamentary affairs including Committees and the legislative process
- Ability to work at both the strategic and tactical levels
- Strong communication and presentation skills, both written and oral

Core Competencies

Meets Commitments

- Demonstrates the importance of meeting deadlines, internal and external
- Holds self and team accountable for commitments, behaviours and results

Decision Making

- Uses rigorous decision making processes to make objective decisions
- Makes suggestions and provides ideas to decision making process. Gathers input from others to inform decisions
- Has the ability to determine priorities

Team-oriented

- Builds effective relationships to achieve individual and organizational success
- Shares the workload with others and is prepared to take on different roles and projects when required
- Seeks out and leverages the diverse perspectives and capabilities of colleagues and clients

Communication

- Has the ability to provide and receive constructive feedback



- Openly communicates with colleagues and clients the information required to execute work
- Can communicate clearly through verbal and written communication with a variety of audiences

Engaged

- Contributes to the continuous improvement of the work environment
- Demonstrates a high level of enthusiasm and initiative
- Appropriately shares knowledge, skills and experience with colleagues to raise the competence level of the organization

Capacity for Change

- Demonstrates flexibility in adapting to changing conditions and client demands
- Demonstrates the ability to learn from mistakes
- Is open to new ways of doing things

Professional Relationships

- Establishes and maintains positive relationships with all stakeholders including colleagues and clients and gains their trust and respect
- Is aware of how decisions, words and actions affect business relationships
- Represents Global in public area; maintains corporate brand and reputation; conducts oneself in a professional manner both in and outside of the office.

About Global Public Affairs

Global Public Affairs is Canada's largest privately-owned public affairs firm. With offices across the country, we work with an ever-expanding list of Canadian and international clients in multiple aspects of their business, providing comprehensive strategic government relations and communications counsel and services - from research and strategy development to full project implementation. Whether through government advocacy, managing a crisis or conducting community consultation, pursuing the many elements of effective public affairs is fundamental to the success of any organization. Tailoring our approach to meet our clients' needs is fundamental to the success of any public affairs strategy. From our inception in 1995, we have built a solid track record of helping organizations of all sizes, and in a variety of sectors, meet their business objectives. Our guiding principle, From Insight to Impact, is at the heart of our work.