



## Senior Consultant – Organizational Improvement and Risk Management

### *About Orbis*

Orbis is a client-centric firm that is committed to providing candid and fearless advice and consulting services. We draw on a pool of experienced and accredited professionals and subject matter experts to deliver high-quality, strategic advisory services that equip our clients with knowledge, innovative ideas, and transformative solutions, empowering them to make difficult decisions and achieve their goals. We have plans for sustained growth, providing tremendous career opportunities.

### *About the Position*

Orbis Risk Consulting is looking for energetic, driven, bright, and experienced individuals to join our growing organizational improvement practice. The Senior Consultant position offers candidates the opportunity to gain experience working with our clients to help assess and improve programs and enhance governance and management practices. You will play a lead role in the successful completion of client assignments, working closely with the Project Manager and/or Partner.

### *Nature of Projects*

As part of the organizational improvement practice, the Senior Consultant will be a key member of the project team delivery a variety of projects such as risk assessments, organizational reviews, results-based management and performance measurement projects, process reviews and operational audits and reviews. Our practice's services are targeted to Indigenous nations and institutions and Canadian government clients of all levels.

### *Main Duties and Responsibilities:*

#### **Client Assignments**

- Design and develop methodologies and solutions for risk management and organizational improvement projects (e.g., performance measurement, business process improvement, strategic and organizational reviews, strategic planning, governance reform initiatives, organizational design, and occasional evaluations and internal audits, etc.), reporting to the Orbis Manager and Partner.
- Deliver organizational improvement projects including leading engagement sessions, researching clients and business process best practices, identifying risks and issues, proposing solutions, developing solutions, and preparing client deliverables.
- Deliver risk management projects including identifying risks, drafting risk profiles, facilitating risk assessment workshops, recommending potential mitigation measures, etc.
- Deliver evaluation and internal audit projects including developing methodologies and plans, reviewing business practices, researching best practices, coordinating, and leading engagement activities, and preparing reports and presentations.
- Coordinate, direct and oversee work done by Orbis consultants and subcontractors for risk management and performance improvement projects.
- Design and lead interviews and engagement sessions with clients and stakeholders to gain an understanding of business conditions, risks and controls, issues, and potential solutions – and prepare interview notes and synthesis of engagement results.
- Identify, develop, and document issues and findings using independent judgment and knowledge of best practices concerning areas being reviewed.
- Develop and implement solutions and recommendations for improvement that are practical, pragmatic, and appropriate to the client's needs, capacities, and business conditions.
- Assist the Orbis Manager/Partner in communicating the results of projects via oral presentations to management and written reports, including preparing communication strategies, speaking points, and assisting in the communication of results in client meetings.



- Coordinate fieldwork for assignments with the manager/partner by developing project plans, fieldwork task schedules, scheduling and preparing for workshops and interviews, gathering documentation, and liaising with client staff.

#### **Project and Quality Management**

- Ensures fulfillment of Orbis' client promise to achieve high quality in all assigned projects and deliverables under their control.
- Prepares bi-weekly Project Status reports for all projects on which they are assigned project coordination and/or project management responsibilities.
- Briefs Orbis Manager/Partner and clients on key project risks and issues and proposes mitigation strategies to ensure projects are delivered on schedule, on time and within budget.
- Develops project management, quality assurance and professional consulting and auditing approaches/methodologies.

#### **Proposals and Business Development**

- Leads the development of proposal submissions, under the direction of the Orbis Manager and/or Partner.
- Performs business development activities, including developing professional relationships with industry colleagues, clients, and potential clients.
- Participates in networking events related to Orbis' practice areas and with industry groups and professional associations in their area of practice.

#### **Internal Business Practices**

- Assumes full responsibility for one or more internal corporate functions of Orbis and provides support to Managers and Partners for all internal functions (e.g., contract management, invoicing, website management, physical security, Health and Safety, web communications, marketing, corporate events, etc.)

#### ***Eligibility Criteria & Requirements:***

Candidates are asked to demonstrate how they meet the following eligibility criteria:

- Master's degree in a relevant discipline (e.g., commerce, public administration, global development, etc.) (Master level preferred) and at least one year of experience in a consulting environment, or bachelor's degree in a relevant discipline and 3 to 7 years of experience in the delivery of professional services in risk management and/or business process improvement.
- Commitment to complete a professional designation within two years of joining the firm, or holds a relevant professional designation (e.g., risk management, management consulting, evaluation, internal audit, etc.)
- Ability to work under tight deadlines and manage multiple priorities.
- Ability to travel to client sites across Canada, including occasional travel to remote communities.
- Very strong English written communication skills (e.g., e-mails, report writing, presentations, memos to clients, etc.).
- Very strong English communication skills, including the ability and confidence to present in a group setting; coherently convey ideas and underlying rationale; and foster dialogue in a group setting.
- High speed internet access from your home office and mobile phone access.
- Eligibility for Government of Canada Security Clearance at the Secret Level.

#### ***Additional Assets***

Candidates meeting these additional criteria will be given preference:

- Indigenous applicants.



- Applicants with experience delivering services to Indigenous nations or working in Indigenous governments and institutions; and
- Applicants who converse and write fluently in English and French.

#### ***Job Location***

Applicants located anywhere in Canada are invited to apply. Work location will principally be from your home office with travel to Toronto or Ottawa to collaborate with colleagues. Occasional travel to client sites across Canada is also required and volume of such travel will depend on assigned projects and individual circumstances.

#### ***Salary & Benefits***

- \$63,000 - \$95,000 – pay is commensurate with individual qualifications and experience
- Performance pay based on individual contributions and corporate success
- Company pension plan with 100% matching contributions – Eligibility after 1 year of employment
- Excellent health benefits package (health and dental insurance, sports memberships, etc.)
- 4 weeks of vacation

#### ***Why Join Orbis***

- You will have a dynamic career and be instrumental in growing a successful business.
- We take on projects when we know we can have an impact on the target communities and people.
- We value flexibility in the workplace and understand the importance of family and other personal commitments.
- We refuse to burn people out and are dedicated to delivering balance over the year.
- 4 weeks of vacation, including mandatory closure from Christmas Day to New Year's Day.
- Everyone at Orbis has a healthy dose of humility and positive attitude.
- Many of the consultants and staff you will work with are the best in the business, former CFOs, CEOs, and seasoned professionals who you can learn a lot from.
- Orbis is a fun place to work - we look forward to starting work each morning.

#### ***How to Apply***

Send your resume including a brief cover letter to [jobs@orbisrisk.ca](mailto:jobs@orbisrisk.ca) clearly stating the position you are applying for and how your skills and experience meet the criteria and requirements.