

JOB POSTING - Consultant, Crisis & Resilience

Organization:	Northly Risk
Work Location:	Toronto or Oakville Canada, with remote work options
Work Arrangement:	A combination of in-office and remote-work in accordance with the operational needs of each project (most work can be performed remote)
Authorized to Work In:	Canada (eligible to work legally without requiring sponsorship)
Target Hiring Range:	Salary commensurate with experience
Target Start Date:	October to November 2023
Contract Duration:	Full-time/permanent OR Part-time/fixed term (both options possible)
Closing Date:	Open until position is filled

About Northly Risk

Northly Risk is a boutique risk consulting practice specializing in resilience, crisis management, business continuity, emergency management, operational risk, and corporate strategy. Most of our work focuses on three main areas: a) helping clients develop or enhance risk-related programs (e.g. incident, crisis, business continuity, etc.) b) developing custom tabletop exercises and crisis simulations and c) traditional management consulting to assist clients in solving complex risk-related challenges (e.g., corporate strategy, program reviews, recommendations reports, roadmaps, etc.).

We are a small company, with most projects led directly by Northly Risk's Managing Director and Lead Consultant. We work with some of Canada's most established companies, providing a range of risk-related solutions. Examples of recent and ongoing Northly Risk projects include:

- Business continuity plan, crisis management plan, training, and exercise for a large association.
- Executive training and simulation for a mid-sized organization.
- Crisis and incident management exercises for a large financial institution.
- Future workspace risk and resilience report for a large financial institution.

Role Summary

As a Consultant, Crisis & Resilience, you will be responsible for helping to research, develop and present a wide range of risk-related deliverables and solutions to address client needs, including risk-related reports, presentations, governance documents, crisis and incident management plans, business continuity plans, emergency response plans, exercises, simulations, training, and awareness activities. You will also be responsible for leading various project management and stakeholder management activities, including developing project plans, tracking project status, and coordinating client meetings. Your strong people skills, attention to detail, and ability to develop high-quality written documents will enable you to understand client needs and develop effective solutions to address them. Key responsibilities will include:

- Participate in client meetings to identify and document client needs/requirements.
- Conduct open-source research to identify best-in-class solutions to complex problems.
- Analyze client data/information and present key findings to internal/external stakeholders.
- Perform project management, project coordination, and stakeholder management activities.

- Draft project status reports, trackers, project plans and decks using established templates.
- Support in developing incident, crisis, emergency, continuity plans, playbooks, and procedures.
- Support in developing and delivering advanced exercises and simulations.
- Support in developing and delivering training for team members and senior executives.
- Support in developing advanced corporate strategy recommendation reports for clients.
- Performing general management consulting and corporate strategy activities.
- Share your innovative thoughts and ideas on how to better deliver projects and serve clients.
- Let us know what your passions are (e.g. writing, data, people, etc.) and we'll put them to work!

What You'll Bring

EDUCATION/TRAINING/CERTIFICATION:

- A bachelor's or master's degree from an accredited college/university, ideally in a subject that requires strong writing and analysis skills.

EXPERIENCE:

- A minimum of 1-3 years experience working in a corporate environment.
- Experience developing high-quality written reports and deliverables in a short time frame.
- Experience working directly with clients and/or stakeholders.

KNOWLEDGE/SKILLS:

- Superior verbal and written interpersonal communication skills and facilitation skills.
- Familiarity with, or a desire to rapidly learn about Northly Risk's services, including resilience, crisis management, business continuity, emergency management, and corporate strategy.
- Familiarity with project management practices and approaches.
- Advanced writing and analysis skills, including research and writing of reports and documents.
- Strong attention to detail and a commitment to develop high-quality deliverables.
- Strong organization skills with good prioritization/workload management abilities.
- Ability to manage multiple tasks and competing priorities with a strong sense of urgency and the skills to shift tasks in the fast-paced work environment.
- Advanced Microsoft Excel, Word, PowerPoint, and Outlook skills.

LANGUAGE:

- Fluency in spoken and written English

What we offer

- An extremely interesting career path in a growing field.
- Exposure to very innovative projects in the risk and resilience space.
- Experience working with senior leaders from some of Canada's most established companies.
- Flexible working hours and the ability to work remotely or in modern office.
- Paid vacation, a competitive salary, and bonus opportunities.



HOW TO APPLY:

If you are interested in applying for this position, **please send a copy of your resume and cover letter in English to careers@northlyrisk.ca and include the job title and your last name in the subject line.**

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately and interviews may be held before the closing date.**

Northly Risk provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Northly Risk. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance. We value and promote a culture of diversity, equity, inclusion, and belonging.

To learn more about who we are and what we do, please visit our website at www.northlyrisk.ca.