

A great role for an engagement analyst in a growing company!

Emerge Solutions, Inc. is seeking an experienced, hardworking and dedicated engagement analyst to work on contract with our growing company.

We are one of the preferred public and stakeholder engagement firms in the Capital Region, and deliver on a wide variety of projects that are shaping our communities and municipalities.

If you are interested in contributing in a collaborative, progressive and highly motivated team environment, apply today.

ENGAGEMENT ANALYST

In this key role, you will work as a member of the engagement team to organize and communicate input received through engagement activities to our clients and their audiences. You will play a vital role in analyzing, evaluating, drawing conclusions and summarizing input received from various engagement events related to specific projects and engagement activities. Projects include construction, engineering, transportation, conceptual design, business planning and strategy development.

QUALIFICATIONS:

You have an exceptional ability to look at high volumes of inputs and data and immediately inventory, categorize and organize that into a structure that generates recommendations and conclusions. You are analytical and results-oriented. You have a post-secondary education in business, communications, change management or another related field. You have excellent written communications skills.

CONTRACT:

This is a contract role, where much of the work can be performed at home. The hours are flexible, and project based but with strict deadlines.

Qualified applicants are invited to submit their resumes quoting reference number ES 125 and position title to:

Email: info@emergesolutions.ca

See next page for full job description.

Emerge Solutions, Inc. thanks all applicants for their interest. Only those that qualify for an interview will be contacted.

Role Description –Engagement Analyst

PURPOSE: A summary of the job, covering the primary responsibilities, the framework within which the job has to operate and the main contribution to the organization.

- In this key role, you will work as a member of the engagement team to organize and communicate input received through engagement activities to our clients and their audiences. You will play a vital role in analyzing, evaluating, drawing conclusions and summarizing input received from various engagement events related to specific projects and engagement activities. Projects include construction, engineering, transportation, conceptual design, business planning and strategy development.
- This role is critical to the engagement planning, implementation and reporting process and ensures an accurate and thorough representation of the input to our clients and their audiences.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different **responsibilities** and **end results**. Each result shows what the job is accountable for, within what framework and what the added value is.

1. Input Analysis

- For each project, assess the input requirements and prepare for engagement input.
- Make recommendations and collaborate with the engagement team to determine the optimal method(s) of capturing and organizing input for the project.
- Receive and inventory the input from each engagement event.
- Organize and categorize the input from all the engagement events related to the project.
- Evaluate the data, draw conclusions and summarize the input received.
- Identify any gaps in the input, conflicts, opportunities and lessons learned.
- Draft client reports that describe the project, the engagement activities, the methods of gathering the input, the input findings, and the next steps for the project.
- Amend the data summaries and client reports based on feedback from our clients.

2. Stakeholder Analysis:

- For various projects, support the development of a stakeholder list
- Develop and maintain a system to analyze the stakeholder list, including anticipated positioning for each stakeholder to support engagement planning
- Develop stakeholder profiles for each project
- Develop and maintain a system to create client and/or project profiles to support engagement planning

KNOWLEDGE, SKILLS & ABILITIES: A list of the most important **knowledge** factors, **skills** and **abilities** including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others, including but not limited to diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.

- Organized, analytical and results–orientated
- Microsoft Excel – capability with pivot tables, charts, graphs and tables
- Written communication skills
- Post secondary education in business, communications, change management or another related field