

# Employment Opportunity

## Emissions Analyst



June 7<sup>th</sup>, 2021

*Highwood Emissions Management (Highwood) is an equal opportunity employer working to enable diversity in the workforce. We welcome all applicants regardless of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. We also value diversity of worldview, experience, and perspective.*

### OVERVIEW

Highwood is looking to expand its team and is currently seeking an Emissions Analyst. As Emissions Analyst, you will be responsible for **emissions quantification and reporting**. The role will be focused on analysis of emissions data to report to regulatory and voluntary frameworks (for example, ESG reporting), as well as recommending greenhouse gas reduction strategies for our clients in the oil and gas sector. The ideal candidate is highly motivated with a strong capacity to learn quickly and apply diverse skills.

### ABOUT HIGHWOOD

We are a team of leading emissions reduction experts working on cutting-edge projects. We engage with industry, government, and innovators from around the world, leveraging data, analytics, knowledge, and experience to optimize GHG emissions management. Our mission is to innovate, collaborate, and educate the path to a world with effective and affordable emissions management solutions. Highwood is a new and dynamic company with great potential and a bright future pioneering a new and exciting industry. We are looking for an ambitious team player who wants to commit to our vision and join us in our journey as we continue to grow.

### PREFERRED SKILLS

- Emissions quantification experience
- Strong oral and written communications skills
- Proficiency working with emission data and systems including, but not limited to Petrinex, OneStop, SWIM, etc.
- Independent, self-motivated, and willing to take initiative
- Excellent attention to detail in a dynamic environment
- Critical thinker with innovative, problem solving abilities
- Ability to manage time effectively with competing priorities
- Collaborative and professional team player

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### **PREFERRED QUALIFICATIONS AND EXPERIENCE**

- Experience in emissions quantification and reporting
- Experience in greenhouse gas or environmental audit principles (e.g. ISO 14064)
- Ability to interpret technical data as it relates to regulatory compliance
- Experience in developing abatement or monitoring programs
- One to five years experience working in the oil and gas sector

### **RESPONSIBILITIES**

In this role, some of your responsibilities will be to:

- Manage various regulatory compliance requirements in the emissions management space, both federally and provincially. Examples include: TIER, GHGPR, MRGHG, NPRI, BCOGC, NPRI, D60
- Provide compliance oversight for field operations to ensure inventory, quantification and reporting is in line with requirements.
- Provide quantification for various voluntary frameworks
- Project management duties such as cost tracking, invoicing, planning
- Write high quality reports, and various other documents, as required
- Participate in planning and strategizing for Highwood, as required
- Provide insight and identify opportunities for emissions reduction activities.

### **LOCATION**

The position will be based in Calgary, Alberta, but Highwood is open to other arrangements

### **ADDITIONAL INFORMATION**

- Highwood is a dynamic company and flexible working schedules or alternative work arrangements are encouraged
- Compensation is commensurate with education and experience
- The successful candidate must be legally able to work in Canada

### **APPLY NOW**

Please submit a single pdf including your Resume/CV and cover letter by email to [info@highwoodemissions.com](mailto:info@highwoodemissions.com). The document naming convention should follow the format: *LastName\_FirstName\_EmissionsAnalyst.pdf*

Only applicants selected for an interview will be contacted. Thank you for your interest.

# Team Contract



## Highwood's promise to staff and contractors is to:

- Treat you with respect, fairness, and honesty.
- Give you a voice. We will encourage you to question the way we do things, and we will empower you to speak your mind.
- Understand your goals, inasmuch as you are willing to share, and work to help you achieve them.
- Support your growth, promote you, and provide opportunities to expand your network and foster your professional identity.
- Appreciate, recognize, and reward your contributions and wins.
- Make time to have fun and celebrate success.
- Foster an environment that encourages you to share your concerns, no matter how small they might seem.

## Your promise to Highwood is to:

- Treat others with respect, value their contributions, and lift them up, even when they fail. You never know how others might be struggling.
- Be patient with yourself. We work on unsolved challenges. We expect mistakes and see them as learning opportunities.
- Strive to continually learn and grow professionally and personally, regardless of where you started and where you might end up.
- Embrace innovation and change – there is no destination.
- Do your best – only you know what that means. Set boundaries and respect them. Take a break when you need it.