



Job Description: Senior NERC Operations & Planning (O&P) Standards Consultant

Role Summary

The Senior NERC Operations & Planning (O&P) Standards Consultant role leads and supports Archer's clients in all aspects of their NERC O&P compliance program development and implementation, maintenance/sustainability, advisory and governance processes.

The Senior NERC Operations & Planning (O&P) Standards Consultant role reports directly to the Chief Operating Officer of the company. The position is based out of the company headquarters office in Portland, OR but may require travel greater than 50%. This role is a contract 1099 position and minimum of 40 hours per week is expected.

Minimum Qualifications and Skills

The Senior NERC Operations & Planning (O&P) Standards Consultant shall have the following minimum qualifications:

- Expert understanding of the NERC Operations & Planning Standards
- Expert understanding of NERC and Regional Compliance Monitoring and Enforcement Programs (CMEP)
- Expert understanding of energy sector regulatory environment including FERC, NERC and all Regional Entities
- At least 5 years direct operational, implementation, audit or consulting experience in the NERC O&P standards for a North American registered entity
- Very high degree of integrity and professionalism
- Self-managed and results-oriented
- Excellent communication and writing skills
- Innovative and creative bent of mind
- Ability to work under stress and within deadlines
- Excellent sense of grammar and style
- Basic computer skills

Key Responsibilities and Duties

Client Assignments

- As applicable, coordinate, direct and oversee work done by Archer Senior Consultants, Associate Consultants and/or subcontractors
- Coordinate fieldwork for assignments with the Lead Consultant by developing project plans, fieldwork task schedules, scheduling and preparing for workshops and interviews, gathering documentation, and liaising with client staff
- Perform engagement procedures designed to identify and define issues, review and analyze evidence, and document business processes



- Prepare working papers to support results of procedures
- Conduct interviews with client management to gain an understanding of client business conditions, risks and controls (including preparation of interview notes)
- Identify, develop and document issues and recommendations using independent judgment concerning areas being reviewed
- Assist in coordinating and communicating the results of consulting and internal/external audit projects via written reports and oral presentations to management
- Ensure all review notes are addressed and reviewed with Lead Consultant
- Provides input to the project team during all phases of the project
- Participate in the drafting of reports and presenting draft to the Lead Consultant for review and approval
- Related projects/work as assigned

Project and Quality Management

- Ensures Archer's high expectations for quality in all assigned projects and deliverables under their control
- Contributes to the development of project management, quality assurance and professional consulting and auditing approaches/methodologies

Proposals and Business Development

- Contributes to proposal submissions and business development initiatives under the direction of the Leadership team
- Participates in networking events related to Archer business practice areas

Internal Business Practices

- Identify and make recommendations to improve office work processes as applicable
- Supports Archer by assuming responsibility for, or otherwise contributing to, the management of one of more administrative aspects of the business