

COMPETITION #2021-U06

CLIMATE ACTION COORDINATOR

Temporary, Full-Time Union Position
(2-Year Term)

Salary: \$35.70 - \$38.79/hr
(under review)

1. FUNCTION

Reporting to the Senior Manager of Long Range Planning, this position will focus on the development and implementation of municipal climate action priorities leading to the reduction of GHG emissions, climate change mitigation and climate change adaptation. Sidney Council has declared a “Climate Emergency” and is poised to enact strong policy tools and programs to meet the Town’s GHG emission reduction goals, with a focus on improving efficiency in homes, vehicles, industry and businesses and supporting sustainable transportation options. Key tasks during the term will be to support the development and update of key policy documents that support these goals, including the Town’s Official Community Plan and Climate Action Plan, as well as bringing a climate action perspective to other documents, projects and initiatives. The position may also be responsible for supporting broader capacity-building and knowledge-sharing activities and deliverables, as required.

This position requires a high degree of time management and organizational skills to work effectively in a busy office environment. Strong communication and interpersonal skills are required to facilitate inter-department information sharing and project assistance. The ability to work in a team-oriented environment and maintain effective working relationships with stakeholders is required. This position requires the ability to work independently, multi-task and take initiative.

2. TYPICAL DUTIES

- a) Act as project lead on a comprehensive review and update of the Town’s Climate Action Plan. Upon completion of the Plan, initiate the implementation of a Climate Action work program, and the necessary reporting requirements, based on the goals and objectives of the Plan.
- b) Develop and promote municipal operational and institutional changes that will ensure corporate GHG emission reductions over the longer term for the municipality.
- c) Effectively engage community members in sustainability efforts and initiatives, build partnerships, and collaborate with staff and community stakeholders to achieve measurable progress toward the Town’s climate and sustainability goals.
- d) Participate as the Town’s representative on the Capital Regional District Climate Action Inter-Municipal Working Group and engage with relevant community and corporate stakeholders in the region.
- e) Research and assist in undertaking administrative and bylaw changes for implementation of various GHG reduction programs, including: BC Energy Step Code; Building Energy Retrofit Incentive Program Development; Accelerated Energy Retrofit Incentive Program; and Light Duty Electric Vehicle Conversion Program.
- f) Implement solar power upgrades in municipal buildings according to the Town’s capital budget.
- g) Work with municipal departments to help apply a climate action/adaptation lens to projects and initiatives.

- h) Coordinate with staff to ensure Town bylaws are implemented and related processes are streamlined.
- i) Research options for planning for sea level rise and use regional modelling to assist in review of land use policy.
- j) Assist in the preparation and management of a variety of Request for Proposals.
- k) Prepare and submit grant applications, and manage grant requirements if successful.
- l) Prepare annual CARIP reports and ensure alignment with the overall climate vision for the Town.
- m) Perform other related duties as may be assigned by supervisor.

2. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a) A strong interest in sustainability, climate change, and environmental issues.
- b) Considerable knowledge in the field of environmental science, public administration, municipal planning, public policy, engineering, or a related field.
- c) The ability to complete greenhouse gas emissions inventories, develop Climate Action Plans, and track progress on related plans is preferred.
- d) The ability to prepare written materials such as reports or project summaries, technical charts, presentations, and public outreach materials.
- e) The ability to coordinate projects across multiple departments.
- f) The ability to organize community events and educational programs.
- g) Strong interpersonal skills – a natural marketer and team player that easily connects with people and can act as a liaison with local and regional agencies, as well as the public.
- h) Strong verbal and written communication skills.
- i) Strong analytical skills – experienced in conducting research and analyzing data.
- j) Independent and proactive self-starter – can "hit the ground running" and work with minimal supervision, while also being a team player.
- k) Flexibility – able to change course quickly and effectively.
- l) A desire to learn more about a career in local government.

3. TRAINING AND EXPERIENCE

- a) Completion of Grade 12, supplemented by a University Degree or Technical Diploma in engineering, planning, environment, sustainability, science or equivalent, supplemented with relevant project management and leadership experience.
- b) A minimum of 5 years' experience in the field of engineering or municipal planning.
- c) A minimum of 3 years' experience in climate action and/or adaptation or sustainability initiatives, including the areas of GHG emissions reduction, energy and/or carbon management and a demonstrated understanding of climate change issues and sustainable development within the context of municipal government.
- d) A Certified Energy Manager or similar designation would be considered an asset.
- e) Possession of a valid class 5 B.C. Drivers' License.

SUBMIT TO: Administration Department

CLOSING DATE: 4:00pm, Friday, April 9, 2021