



JOB DESCRIPTION

TITLE: MANAGER, SUSTAINABILITY

DEPARTMENT: COMMUNITY DEVELOPMENT

Job Desc. Last Updated: Aug 2021

GENERAL ACCOUNTABILITY

Reporting to the Director, Community Development, the Manager, Sustainability is responsible for the planning, organizing, direction, and coordination of the Sustainability Section of the Development Services Division.

Manager, Sustainability is the internal team lead on all sustainability initiatives and will work with tact and diplomacy with other City sections to monitor, deliver and report out corporate sustainability actions to Council and the public. The Manager, Sustainability is responsible for agendas and support to Council's Environment Committee. The Manager is expected to build partnerships that advance the community's environmental and sustainability goals.

Performance is evaluated in terms of achieving the goals within the City's Strategic Plan, Climate Action Plan, Climate Change Resilience Strategy, Doughnut Economic Framework, and the quality of work and service rendered to Council, senior management, the public, and departmental users, in accordance with the City's performance management program. Only complex issues or matters of major impact are referred to the Director, Community Development.

NATURE AND SCOPE OF WORK

Plans, organizes, implements and coordinates the work of the Sustainability Section which includes policy analysis and development; providing interpretation and guidance on regulatory issues; managing a broad range of sustainability, energy management, environmental and climate change mitigation and adaptation initiatives; providing input and guidance on complex technical matters, trends, best practices; and providing leadership in policy innovation that delivers results.

NATURE AND SCOPE OF WORK cont.

Acts as a professional resource for all departments providing expert advice, guidance, and direction on sustainability and environmental issues to senior management, staff, professionals, the community, Council and committees. The position requires working collaboratively with a wide variety of internal and external stakeholders and evaluating and developing policies, business cases, long-term strategies and short-term actions that will guide the City of Nanaimo towards achieving sustainability objectives and community energy and emissions targets and objectives outlined in relevant strategic plans.

Oversees community energy and climate action programs, projects, and environmental programs. Develops and implements a plan to increase awareness of and participation in various energy conservation and demand side management programs, focusing on residential and commercial sectors.

Monitors key indicators tied to the Doughnut Economic Framework and recommends actions to ensure City decision making is aligned with the Doughnut Framework.

Supports project management, reporting, communications and policy and program initiatives that advance the City's climate action objectives, including presentations at Council, committee, community, and other stakeholder meetings and events.

Plans, assigns, and supervises the work of staff involved in research, analysis and reporting of information pertinent to the sustainability function. Supervises contract staff and consultants.

Participates in the selection, appointment, and appraisal of staff and approval of training programs and recommends promotion, discipline, and termination as appropriate.

Prepares and administers budgets for the sustainability function and prepares and oversees the preparation of requests for proposals and assists in the evaluation and selection of consultants, and ensures successful implementation of work.

Develops and oversees education, engagement and communications regarding new and existing community energy and greenhouse gas reduction policies and programs, as well as other sustainability initiatives.

Monitors and participates in consultation related to senior government policies, programs and regulations and authoring advocacy reports to Council or providing input on regulatory changes, as necessary. This includes participation in BC Hydro's Community Energy Managers cohort to represent the City's climate action interests and to contribute to policy development and advocacy for issues of local and regional importance.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Ability to oversee and implement significant changes to existing work practices and processes, policies and bylaws related to City environmental and climate action programs and strategic priorities.

Ability to represent the City and negotiate tactfully and effectively with other agencies, the business community, and the public.

Ability to effectively complete the necessary planning, implementation, monitoring and reporting requirements demanded from a high-profile and ambitious sustainability program.

Ability to build strong, open, collaborative working relationships characterized by mutual respect with superiors, peers and subordinates.

Ability to work collaboratively and independently on initiatives with internal and external stakeholders to achieve the City's sustainability objectives.

Ability to establish and lead interdepartmental teams to consult on development and implementation of environmental and climate action policies, plans, and programs.

Ability to employ a dynamic communication style, using effective listening, stakeholder consensus-building and change-management skills, in order to meet City operational and strategic targets.

Ability to convey complex concepts in an easy to understand manner; present information in a concise and accurate manner; keep people informed and share information within a network, and; apply social marketing and other behavior change methods to build awareness and advance change.

Ability to build awareness; provide expert advice, guidance, education and consultation regarding sustainability; integrate diverse input; foster collaboration among people with varying interests to achieve common goals, and interact effectively at all levels in the organization.

Maintains an up-to-date knowledge of the department, Council policies and objectives, and work status to ensure operating continuity.

Substantive knowledge of local priorities, challenges and opportunities in the field of energy and climate change, including understanding the existing policy and legislative regime, and possessing knowledge of sustainable approaches and best management practices.

Innovative and vision-oriented with demonstrated ability to think and plan strategically reflected in a proven track record of innovative and strategic decision making.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES cont.

Proven ability to evaluate complex information; identify, analyze and recommend options; review and interpret analysis based on triple bottom line assessments; prepare effective policies, and; implement projects effectively.

Ability to maintain a high level of confidentiality, sound judgement, diplomacy, and an understanding of the organization's strategic priorities, as well as the ability to thrive in a fast-paced environment.

Proven conflict resolution, problem solving and decision making skills and the ability to coordinate and evaluate competing interests.

Proven ability to support, coach, engage and inspire employees and stakeholders in collaborative processes that achieve tangible results.

Ability to plan and organize work; implement, monitor and evaluate programs and projects, and; formulate and manage annual and long-range budgets.

Proven ability with community and infrastructure planning and multi-stakeholder consultation and engagement.

Thorough knowledge of local government and of applicable legislation, municipal bylaws, and policies related to sustainability, coupled with experience recommending, leading and implementing changes to bylaws, standards, policies, and procedures.

Significant hands on leadership in budgeting, specifically within the public sector environment, including managing partnerships and funding with outside agencies.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Bachelor's Degree in a field related to sustainability in the areas of engineering, environmental science, environmental studies, planning, landscape architecture, architecture, public policy, or resource management.

A minimum of 5 years' related experience, including 3 years in a management supervisory role working in a dynamic and collaborative environment, and driving change-management initiatives.

An equivalent combination of education and experience may be considered.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS

Membership or eligibility in at least one of the following: Registered Professional Planner, Registered Professional Engineer, Certified Energy Manager designation (CEM), Registered Engineering Technologist.

Satisfactory Criminal Record Check.

Possession of a valid Class 5 BC Driver's Licence.

DESIRABLE TRAINING, EXPERIENCE AND/OR CERTIFICATION

The following training and accreditations are also desirable and will be considered an asset:

- Sustainable Energy Management Associate
- Energy efficiency training such as CIET Energy Management Training Course
- LEED professional accreditation (LEED AP)
- Project Management Professional (PMP)
- Training in Change Management or Multi-Objective Decision Making
- Graduate university degree in engineering, environmental science, environmental studies, planning, landscape architecture, architecture, public policy, or resource management, or a related field.

Experience working on energy, sustainability and climate policy initiatives, project management and delivering programs related to sustainability/climate action, preferably within local government or consulting with local governments.

GENERAL STANDARDS

Managers and supervisors shall ensure the health and safety of their employees by demonstrating support and participation in all aspects of the Occupational Health and Safety (OHS) Program, communicating hazards and expectations of safety, maintaining safe work areas, and assigning work to trained persons.

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health and Safety (OHS) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity and fairness.

Adheres to City policies and objectives.