

Job Title: Climate Change Officer
Department: General Government Services
Supervisor's Title: Human Resources & Strategic Initiatives Officer

Purpose of the Job

Under the direction of the Human Resources & Strategic Initiatives Officer this position will focus on the planning and implementation of municipal climate change priorities. The primary responsibility will be working on the development and implementation of the municipality's climate adaptation plan. Additionally, the Climate Change Officer will contribute to the development and implementation of municipal operational and institutional changes that will lead to operational savings and reduced vulnerability to climate change impacts. This individual will also focus on the implementation of adaptation priorities identified in the climate mitigation/adaptation plan. The position may also be responsible for broader capacity-building and knowledge-sharing activities and deliverables, as required.

Key Responsibility 1

Under the direction of the Human Resources & Strategic Initiatives Officer, and in conjunction with other municipal departments, external consultants and municipal partners, develop a climate adaptation plan for the municipality(ies). This will include the following tasks:

- Develop a Climate Adaption Plan.
- Prepare for the planning process, including educating municipal employees and council on climate change issues.
- Create a vision for the planning process.
- Assess the current situation (e.g. create a GHG inventory, assess the vulnerability of infrastructure to climate change impacts, etc.).
- Develop an action plan.
- Develop the measurement and monitoring protocols.
- Draft and present reports/recommendations in coordination with the Human Resources & Strategic initiatives Officer for council approval.
- Implement the measurement and monitoring protocols.

Key Responsibility 2

Develop and promote the adoption of municipal operational and institutional changes that will ensure climate adaptation over longer term for the municipality.

- Research, propose, and implement operational and institutional changes required to implement recommendations from the climate adaptation plan and ensure long-term impacts for the municipality including the coordination of a climate change advisory committee.

Key Responsibility 3

Conduct research and analysis for the purpose of implementing municipal climate adaptation initiatives.

- Assist with or lead public education programs.

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- Help with the following: prepare a GHG inventory, organize stakeholder consultations, coordinate policy research and develop technical plans or specifications to implement a capital project.

Key Responsibility 4

In conjunction with other municipal departments, ensure that the municipality:

- Completes a self-assessment of the municipality's performance and progress using the Climate Adaptation Maturity Scale at the beginning and end of the grant period.
- Prepares and submits a project progress report (after 12 months) and a project completion report (after 24 months).
- Requests disbursements from FCM at periodic intervals (after contract signature, 12 months, and 24 months).

Health and Safety

Responsible, as an employee, for health & safety under the Occupational Health & Safety Act (OHSA). This includes, but is not limited to:

- Working safely within the law and safe work practices/procedures (understanding and following standard operating procedures, wearing personal protective equipment, using MSDS information, ensuring all guards are in place).
- Immediately reporting unsafe acts, conditions, or contraventions of the OHSA to a supervisor, the JHSC, or a Health & Safety representative.
- Maintaining a clean, orderly and safe work area.

Education and Qualifications

- Bachelor's Degree in Environmental Engineering Technology or post-graduate degree / diploma in Sustainability or Environmental Science.
- A minimum of three (3) years' experience directly related to Climate Change Initiatives within a public setting preferred.
- Strong knowledge and practical skills with Microsoft Office Suite.
- Valid G Driver's License.
- A proven track record of high quality work accomplishments.

Knowledge, Skills, and Equipment

- Strong knowledge and experience in the areas of GHG emissions reductions, climate change adaptation, sustainable development and asset management.
- Demonstrated understanding of climate change issues and sustainable development within the context of municipal government.
- Ability to conceptualize.
- Understanding of the program development process and how to implement new initiatives, including planning, costing, implementation strategies, and building in feedback and evaluation techniques.
- Proven ability working in a complex environment that requires a high level of integrity and professionalism, along with superior client service skills at all times.
- Excellent verbal and written communication skills along with strong interpersonal and consultative skills.

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- Strong understanding of all applicable legislation, by-laws, and policies
- Strong oral and written communication, and presentation skills, complemented by a proficiency in computer literacy and Microsoft Office skills, and Social Media.
- Excellent administrative, organizational, problem-solving and research skills, with a proven ability to prioritize and exercise judgement.
- Flexibility in regard to work load and schedule and attendance outside of office hours maybe required.
- Ability to work under pressure, complete multiple assignments and function effectively in a high volume workplace with tight deadlines.
- Work effectively as a member of a team.

Personal

Communication with internal and external individuals is regular in this position. Internally, this includes: municipal employees, managers and members of Council. Externally, this includes: the general public, consultants, members of the media, and government representatives.

Working Conditions

Work occurs in an office environment with a high degree of public contact. This position requires long periods of sitting, as well as consistent visual concentration upon computer screens. Occasional lifting of boxes is required. Hours of work are scheduled within the core operating hours of 8:30 A.M. - 4:30 P.M., Monday through Friday. Occasional overtime may be required to deal with peak periods. Attendance at after-hours meetings and special events may be required from time to time.