

EMPLOYMENT OPPORTUNITY

Climate Change and Resilience Coordinator

Permanent Full-Time / Internal & External
Energy and Sustainability
Competition No.: 2020-039



SKILLS/EDUCATION

- Master's degree and related professional designation in economics, engineering, planning, sustainability, climate change, or related field
- Certificate in energy management
- Certificate or formal accreditation in sustainable or green building systems
- Class 5 BC Driver's License

APPLICATION DETAILS

Please quote competition 2020-039 and submit a cover letter and resume clearly outlining your education, experience and qualifications as they relate to this position and submit **via email** to rdncareers@rdn.bc.ca.

Applications can also be faxed to 250-390-4163 or mailed to:
Attention: Human Resources
Main Reception, Administration Building
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

**Applications will be accepted until:
4:00 pm, on March 20, 2020**

 Visit www.rdn.bc.ca for more information on the RDN.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted

ABOUT THE ROLE

The Regional District of Nanaimo is seeking a Permanent Full-Time Climate Change and Resilience Coordinator with Energy and Sustainability in the Strategic and Community Development Department.

Reporting to the Manager of Long Range Planning, Energy and Sustainability, the Climate Change and Resilience Coordinator is responsible for the promotion and delivery of climate action and resilience response within the Regional District of Nanaimo (RDN), as well as, raising awareness about sustainability through effective collaboration and communication. Duties include, identifying climate change risks and opportunities within the RDN; updating, implementing and monitoring the RDN and community climate action programs; implementing the Corporate Carbon Neutral 2032 Plan; researching, promoting and implementing innovations to increase the RDN's resilience to adapt to climate change; guiding the RDN's approach to the BC Energy Step Code; and other related duties, as required.

QUALIFICATIONS

Qualifications include, a master's degree and related professional designation in economics, engineering, planning, sustainability, climate change, or a related field; certificate in energy management, such as the Certified Energy Manager or Sustainability Energy Management; certificate or formal accreditation in sustainable or green building systems; and a minimum of five (5) years prior job-related experience. Applicants must also possess strong knowledge and experience in achieving local government GHG emissions reductions and developing climate action and resilience frameworks; proven ability to apply best practice analysis, develop and apply public policy tools and engage with an audience during public speaking events; a highly integrated and cross-discipline communication style; advanced computer skills including Microsoft Office, Excel, PowerPoint, database management, GIS, and GHG software; and a valid Class 5 BC Drivers License.

POSITION DETAILS

This is a permanent full-time (35 Hours per week) Union Position. The (2020) rate of pay is \$44.43 to \$46.77 per hour. The position offers an attractive benefits package as provided within the collective agreement between the Regional District of Nanaimo and the Canadian Union of Public Employees, Local 401.

Climate Change and Resilience Coordinator

Strategic and Community Development (Energy and Sustainability)

JOB SUMMARY

The Climate Change and Resilience Coordinator contributes to the promotion and delivery of climate action and resilience response within the Regional District of Nanaimo (RDN); including land use policies and planning, climate change programs, green building research and implementation, projects that enhance the social well-being of residents of the region, and corporate sustainability initiatives. As well as raising awareness about sustainability through effective collaboration and communication. This position provides leadership, direction and support to Departments by assisting team members in their duties, as required, to meet service expectations, goals and objectives.

PRIMARY DUTIES AND RESPONSIBILITIES

- Identifies climate change risks and opportunities within the RDN, as well as outcomes necessary and resources available to implement projects on climate adaptation, resilience and GHG emissions reductions.
- Updates, implements and monitors the RDN and community climate action programs, including policy and procedural instructions, and supports RDN member municipalities with similar strategies.
- Implements the Corporate Carbon Neutral 2032 Plan by:
 - Creating, managing, and analyzing emissions databases;
 - Preparing responses to the Provincial CARIP grant, and GHG accounting requirements, and ensuring the RDN remains carbon neutral in its operations;
 - Developing an implementation strategy to meet emission reduction targets, including a climate lens, policy framework and annual report;
 - Building capacity to incorporate climate action and resilience into service delivery, asset management, and strategic planning; and
 - Reviewing strategic plans and major projects to ensure alignment with the RDN's climate action initiatives.
- Assesses and provides membership recommendations, and leads the RDN's participation in local, provincial, national and international climate, sustainability and resilience initiatives.
- Researches, promotes and implements innovations to increase the RDN's resilience to adapt to climate change.
- Develops and implements region-wide public awareness, education, and capacity building strategies designed to encourage participation in and support for climate action initiatives, in coordination with the goal of making the RDN a model for social responsibility and rural resilience.
- Guides the RDN's approach to the BC Energy Step Code.
- Oversees and regularly reviews and reports on the green building rebate program.
- Develops, implements and maintains, an Electric Vehicle Strategy and a Net Zero Strategy for building efficiency and localized energy generation.
- Fosters and maintains relationships and commitments with a wide range of stakeholders in the public, private and academic sectors, to identify opportunities to implement RDN climate action policies and initiatives.
- Hosts meetings and provides technical support and information on climate action issues, to local government staff and elected officials on a regular basis.
- Identifies opportunities for grants or other external funding sources, including community partnerships, and prepares and submits grant applications.

- Prepares, monitors and reports on climate change and sustainability budgets, including rebates and capacity building.
- Researches, develops and prepares presentations and reports.
- Follows all policies, procedures and standards of the RDN.
- In an emergency situation that requires the activation of the RDN's Emergency Operations Centre (EOC), may be called upon with other RDN employees and assigned a role and/or tasks to support the EOC. Courses and/or workshops may be offered by the RDN to support this role.
- Performs other related duties as required.

JOB QUALIFICATIONS

Education/Experience

- Master's degree and related professional designation in economics, engineering, planning, sustainability, climate change, or a related field.
- Certificate in energy management, such as the Certified Energy Manager (Canadian Institute of Energy Training) or Sustainable Energy Management (BCIT).
- Certificate or formal accreditation in sustainable or green building systems, such as LEED, Built Green or Passive House.
- Minimum five (5) years prior job-related experience, preferably within a local government setting.

Skills/Abilities

- Strong knowledge and experience in:
 - Achieving local government GHG emissions reductions, climate change adaptation and mitigation, sustainable development, asset management, and resilience.
 - Developing climate action and resilience frameworks, strategies and action plans for local governments.
 - Energy conservation trends, efficiency and alternatives related to local government authority and operations, including renewable energy.
 - Current regulatory and policy framework for climate action and energy management specifically as it relates to local government.
 - Carbon markets, both in BC and internationally.
- Proven ability to:
 - Apply best practice analyses, such benefit-cost, triple bottom line, co-benefits, return on investment, full life cycle costing to catalyze corporate and community initiatives.
 - Develop and apply public policy tools, including developing public education and outreach programs related to climate action.
 - Engage with an audience during public speaking and public relations events; effectively communicating technical and quantitative information to a general audience, with knowledge of public participation methods, means and processes.
 - Apply project management methods, including business case development, identifying operational cost savings and overseeing the work of consultants.
 - Conduct comprehensive research and analysis, write and present policy papers and reports regarding complex climate change and resilience matters.
 - Plan, organize and manage workloads and projects, set priorities, meet deadlines and work under pressure to serve the diverse needs of multiple municipalities and electoral areas.
 - Seek potential grants and projects and write successful proposals.
 - Work both independently as well as proactively in a team environment.
- Highly integrated and cross-discipline communication style, using effective listening, stakeholder consensus-building and change-management skills to meet operational and strategic targets; demonstrating excellent interpersonal and written/verbal communication skills.
- Strategic, results-oriented, energetic team player.

- Advanced computer skills including Microsoft Office, Excel, PowerPoint, database management, GIS, GHG software.
- Excellent knowledge of managing large data sets, spreadsheets, and data analysis.
- Possession of a valid Class 5 BC Drivers Licence.

Reporting Relationship

Reports to the Manager of Long Range Planning, Energy & Sustainability.