



Making a difference...together

# Employment Opportunity

## Climate Action Analyst

### *Parks & Environmental Services – Environmental Protection*

Competition	<b>19/115</b>
Status	<b>Regular Full time</b>
Hours of Work	<b>70 hours bi-weekly</b>
Rate of Pay	<b>\$39.53 - \$44.82 per hour</b>
Review of applications begins	<b>4:00pm on June 4, 2019; however the competition will remain open until the successful candidate is found</b>

Notes

### Summary

The Climate Action Analyst is responsible for coordinating the Capital Regional District’s corporate climate action program. The incumbent, will partner with staff across the CRD to meet the CRD’s corporate climate action objectives with an internal focus of corporate operations and infrastructure. The Climate Action Analyst will be responsible for promoting and assisting with implementing internal projects to reduce greenhouse gas (GHG) emissions, obtain energy and cost savings and/or improve the resiliency of CRD owned assets and infrastructure.

### Duties & Responsibilities

- Develops and provides guidance on initiatives to address the CRD’s corporate GHG emissions reduction target.
- Support the organization to incorporate climate action into service delivery.
- Promotes and assists with implementing internal projects to reduce greenhouse gas (GHG) emissions, obtain energy and cost savings and/or improve the resiliency of CRD owned assets and infrastructure.
- Assists with the development of policy framework for the CRD’s corporate climate action program including engaging in internal stakeholder consultations.
- Assists with the development and advocacy for a CRD Corporate Adaptation Strategy.
- Identifies and initiates an implementation strategy to meet emission reduction targets.
- Liaises with and works collaboratively with internal stakeholders, identifies climate related risk and acceptable parameters with respect to CRD’s services and associated infrastructure.
- Liaises with and provides technical expertise, advice and recommendations to CRD departments to influence and incorporate a climate lens review process.
- Identifies opportunities for grants or external funding sources to support planning and implementation of Corporate Climate Action initiatives. Prepares grant applications.
- Coordinates the organizational response to the Provincial CARIP grant and GHG accounting requirements.
- Researches, develops and prepares presentations and reports.
- Follows all policies, procedures and standards of the CRD
- Performs other related duties as required.



## Qualifications

- Degree in Sustainability, Resource Management or related discipline, plus a minimum of 5 years related working experience as a sustainability and/or energy specialist. An equivalent combination of education and experience may be considered.
- Excellent communication (verbal and written), interpersonal and customer service skills are required.
- Experience applying multi-criteria decision making.
- Knowledge of current regulatory framework for climate action and energy management specifically as it relates to local government.
- Knowledge and understanding of strategies to significantly reduce energy and GHG consumption within medium sized public sector organizations
- Understanding of available resources, programs and frameworks to support implications of adaptation to service delivery, including natural assets and infrastructure to climate change
- Expert knowledge of greenhouse gas measurement, reporting and verification.
- Excellent writing, public speaking, meeting facilitation, and stakeholder engagement skills.
- Strong research, analytical, database, and technical skills.
- Energy modelling experience would be considered an asset.
- Demonstrated project management skills, including overseeing the work of consultants.
- Excellent organizational skills and ability to work accurately and effectively to ambitious deadlines.
- Results-oriented, energetic team player, who is able to collaborate effectively with diverse groups of professionals and across multiple disciplines.
- Demonstrated ability to work collaboratively with stakeholders.
- Ability to facilitate work of interdepartmental teams; including influencing, seeking and providing advice.
- Proficiency and experience with word processing (MS Word), spreadsheets (MS Excel) and presentation (MS PowerPoint) software.
- Must possess a valid BC Driver's License.

*Please note: This position is currently being reviewed as referenced in Article 27.01 of the CRD/CUPE Local 1978 Agreement.*

## Applications

To apply for this exciting opportunity, please submit your resume and covering letter online at [www.crd.bc.ca](http://www.crd.bc.ca) under "[Careers](#)".

**The CRD wishes to thank you for your interest and advises that only those candidates under active consideration will be contacted.**

