ROLE SUMMARY

Reporting to the Manager of Sustainability, the Sustainability Project Manager is responsible for leading unionized staff to successfully deliver climate-related services across a diverse portfolio of climate actions. They identify, design, coordinate and manage key strategies, projects, programs and budgets within the Sustainability Division that help deliver on the Climate Plan vision, goals and targets. They will contribute to regular updates of the Climate Plan and associated strategies.

The position liaises with employees across multiple internal departments and comprehensively engages a diverse range of internal and external stakeholders, including other orders of government and the public. The position represents the Municipality in specific matters concerning climate action within their portfolio and presents to Council, attending Public Hearings as required.

The position will act for the Manager of Sustainability as directed.

QUALIFICATIONS

- Master's Degree in planning, engineering, environmental sciences, sustainable development, energy management, or appropriate energy, environmental or engineering field.
- Must have at least one of the following:
    - Registered as a Professional Member of the Canadian Institute of Planners (CIP)
    - Registered as a Professional Engineer (P.Eng.) with Engineers and Geoscientists of British Columbia (EGBC)
    - Registered Professional Biologist (RPBio)
    - Certified Energy Manager
    - BCIT Sustainable Energy Management Associate
- 5 years of relevant experience. Experience should include a combination of:
    - Independently leading the development, communication, and implementation of successful, diverse, innovative and complex initiatives where key stakeholders often have conflicting/competing objectives and goals in a changing environment.
    - Implementing and sustaining change with new procedures and practices.
    - Managing/leading multi-disciplinary teams including assignment of work, performance management, engagement and delivery.
    - Establishing and effectively managing budgets.
    - Building strong partnerships with internal and external stakeholders.
    - Writing and delivering clear, concise and well-organized oral and written communications and presentations for Executive audiences.
- Possession of a valid B.C. Class 5 Driver's License is preferred.
- An equivalent combination of education and experience may be considered.

KNOWLEDGE SKILLS & ABILITIES

- Solid negotiation, conflict resolution, problem solving and decision-making skills.
- Proven track record of innovative and strategic decision making.
- Ability to exercise an independence of thought in addressing complex and challenging issues.
- Strong project management skills.

- Excellent interpersonal skills to establish and lead cohesive teams and proven ability to interact effectively at all levels in an organization.
- Excellent communication skills to effectively communicate to both technical and non-technical audiences.
- Ability to develop, evaluate, and administer procurement processes and contracts.
- Commitment to lifelong learning, organizational excellence and knowledge development.

Major Accountabilities

Advice & Support

- Serves as a key member of the management group which is responsible for advising on and implementing the District's long-term corporate plans and policies; formulating and driving strategies for realizing key goals and objectives.
- Provides reasoned and balanced advice, background information, briefing materials and presentations to a variety of stakeholders including Council, advisory committees, directors, managers and project managers.
- Provides inputs to the development of the Sustainability budget and any operational and capital plans for the Sustainability Division.
- Researches, analyses and produces studies, reports and recommendations related to a variety of complex, multi-faceted climate policy issues and programs and the District's strategic objectives.
- Represents the Municipality by presenting at conferences and to regional, provincial, national and international Sustainability networks.
- Coordinates and delivers the presentation of information before various groups and facilitates meetings and workshops.
- Keeps the Manager of Sustainability apprised of program and project developments that relate to the interests of the District.

Leadership of Staff

- Provides leadership and supervises staff, including coaching, mentoring, assignment and review of work and performance management.
- Meets regularly with own direct reports to establish each of their annual personal performance objectives and holds them accountable for results.
- Directs and manages work activities of the project/program team, including project staff, and the instruction, review, supervision and approval of work of consultants and other contracted professional services, ensuring conformance with policy, bylaws, standards and other specifications.
- Prepares guidelines for work performance, expenditures and use of resources.
- Builds strong, open and collaborative working relationships characterized by mutual respect with superiors, peers and staff.
- Assists with interviews, selection and hiring of new and advancing employees.

Division Operations

- Supports the development of divisional work plans and budgets and identifies priorities relevant to Division, Department and District objectives.

- Prepares and maintains comprehensive sustainability plans, strategies and policies through internal and external stakeholder and community consultation.
- Identifies, administers and supervises the initiation, design, review and implementation of sustainability projects and programs that meet the goals, objectives and targets of the Climate Plan.
- Manages projects from initiation to completion, developing associated work plans and community/stakeholder engagement processes, managing project teams and adhering to timelines and budgets.
- Plans, manages and maintains project and program budgets and other resources to ensure strategies, objectives, polices and priorities are met.
- Drives and facilitates meetings regarding project decision points and or/project issues resolution.
- Monitors and evaluates project/program effectiveness, documents performance trends and recommends modifications to course correct and improve sustainability projects and programs.
- Supports the ongoing development and standardization of documents, processes, and systems as appropriate to deliver on project and program needs.
- Identifies and facilitates compelling grant applications, financial analyses, business case development and award submissions.
- Works collaboratively and liaises with other municipal departments, other municipalities, regional governments, agencies, federal and provincial departments, consultants, stakeholders, developers and the community to achieve sustainability goals and departmental and corporate objectives.
- Builds relationships and ensures collaboration with other Departments where Division initiatives may have multi-Departmental involvement.
- Interprets and provides advice on the current Climate Plan, Bylaw legislation and policy related to sustainability for other departments and the public.
- Helps to ensure District policies and standards are consistently applied and adhered to by the Division.
- Performs other related duties as required.