



# *Provincial Job Description*

---

**TITLE:**  
**(421) Sustainability Coordinator**

**PAY BAND:**

---

**FOR FACILITY USE:**

---

**SUMMARY OF DUTIES:**

Responsible to develop, implement, promote and evaluate the Region's Strategic Plan and sustainable policies and programs relating to minimizing the environmental impacts or regional development. Work with senior management to create, implement and coordinate "green" building, consumables and climate change initiatives. Collaborate with internal and external partners on sustainability issues.

**QUALIFICATIONS:**

- ◆ Masters degree in Environmental Studies  
OR
- ◆ Bachelor degree with major or specialization in Environmental Studies  
AND Adult Education certificate

**KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ Leadership skills
- ◆ Organizational skills
- ◆ Intermediate computer skills
- ◆ Written skills
- ◆ Verbal communication skills
- ◆ Ability to work independently and in a team
- ◆ Ability to handle multiple and competing duties and deadlines

- ◆ Analytical skills
- ◆ Research skills

### ***EXPERIENCE:***

- ◆ **Previous:** Forty-eight (48) months previous experience in the creation, implementation, assessment and delivery of environmental sustainability policies and programs and in corporate strategic planning along with organizational, managerial and administrative skills.

### ***KEY ACTIVITIES:***

#### **A. Research**

- ◆ Identifies, documents and evaluates present regional environmental sustainability programs and initiatives.
- ◆ Identifies, documents and evaluates benchmark parameters with respect to assessing present and potential environment sustainability plans and programs.
- ◆ Identifies, documents and evaluates “best practises” in environment sustainability plans and programs suitable for the region.
- ◆ Identifies, documents, evaluates and reports on environmental legislation and changes to same for impact to regional environmental sustainability programs and initiatives.
- ◆ Produces reports with recommendations for region leadership on regional programs, practices and initiatives, as deemed required.

#### **B. Planning**

- ◆ Develops, monitors, evaluates and promotes the Sustainability Strategic Plan for the region.
- ◆ Performs ongoing evaluation of current regional practices and programs for outcomes, feasibility and cost effectiveness (e.g., gap analysis).
- ◆ Develops, monitors and assesses implementation practises and parameters with respect to initiating environmental sustainability plans and policies.

#### **C. Promoting and Managing Change**

- ◆ Develops, monitors and evaluates policies and programs for environmental sustainability initiatives (e.g., purchasing, recycling, environmentally-friendly product substitution, construction and renovation, volunteer, business opportunities).

- ◆ Identifies and assesses barriers to environmental sustainability programs and initiatives, developing appropriate recommendations for solutions and/or alternative practises.
- ◆ Informs, collaborates and supports regional leadership, management and employees with respect to environmental sustainability plans, policies and programs.

**C. Promoting and Managing Change (cont'd)**

- ◆ Develops, delivers and assesses environmental sustainability training and awareness programs.

**D. Administration / Supervision**

- ◆ Responsible to develop and oversee department budget.
- ◆ Responsible to identify grant opportunities and submit applications on behalf of the region.
- ◆ Accountable for the expenditure of grant funds received.
- ◆ Establishes, manages and coordinates a cadre of volunteers to initiate, sustain and promote the region's environment sustainability plans and programs.

**E. Community Involvement**

- ◆ Responsible to coordinate with information, research and technology groups to increase awareness among region management and staff regarding implementing and supporting environment sustainability initiatives and programs.
- ◆ Supports and provides resources for department, facility and region initiatives in environment sustainability.
- ◆ Represents the region on community, provincial and other environmental sustainability committees.
- ◆ Develops and maintains communication avenues (e.g., web site, newsletter) informing and promoting environment sustainability.
- ◆ Develops and maintains communication and relationships with other environment sustainability stakeholders and partners.

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

**Validating Signatures:**

*CUPE:*

*SEIU:*

*SGEU:*

*SAHO:*

*Date: November 15, 2012*

DEACTIVATED