

Why work for the Town of Canmore? For starters, you can take great pride in our collaborative organization, its positive work culture and our amazing group of talented people who genuinely care about the environment, community sustainability and accomplish outstanding work each and every day to lessen our community impact on the rocky mountain landscape. You will have the opportunity to work with a team that is professional, fun, dedicated and passionate about creating a more environmentally, socially, economically and politically resilient community for present and future generations to thrive.



Position Overview: As an integral member of our public works group, you will have the opportunity to support diverse teams of talented professionals and community stakeholders in our mission to build a more adaptive, resilient and environmentally sustainable community. You will have the opportunity to provide advice and guidance to multi-disciplinary teams contributing your expertise on applied climate adaptation and resilience projects throughout the organization and community. This is the perfect job for someone who desires to make meaningful and direct impacts in the community through the use of their strong innovation, research and project management skills as you explore opportunities for increasing climate resiliency and adaptation capacity within the organization and community. This will be achieved by identifying, developing, and implementing our municipal climate change priorities (as identified in our **Climate Action Plan**), developing business cases for climate actions, researching and applying for grant funding opportunities and developing business improvement best practices for the Corporation that will lead to reduction of GHG emissions. This position will provide you with autonomy, as you will be required to take the lead on a diversity of Climate Action Plan projects with minimal supervision. You will also have the opportunity to further develop your exceptional communication and community-focused adaptation skills, as you support other town departments in developing public information and education for new programs and services such as the implementation of a community organics collection program.

Attributes: This is the perfect role for someone who is interested in constantly expanding their skill set and developing their potential in a dynamic environment that offers a broad range of work from research- through to project planning and implementation. As the climate change specialist, you will have the opportunity to further develop your exceptional project management, communication and analytical skills with the diverse tasks you will take a lead on in this role. This is the perfect role for a positive, effective communicator (written and oral), who listens actively and analytically and has the ability to work effectively on their own or collaborating with diverse stakeholders to develop effective solutions to both short range and long range climate issues. Your ability to interpret business needs and translate them into action and operational requirements will help you to be successful in this role. To be the best fit for this position, you have a minimum of 3-5 years of community focused climate mitigation planning related to energy, water, transportation, and solid waste management and have demonstrated understanding of climate change issues, sustainable development, GHG target setting and emissions reduction. A Post-secondary degree in a related field such as; Environmental Sciences, Land Use/Urban Planning, Environmental or Economic Sustainability, Environmental Engineering, Geography is required. Related Professional Registration such as: R.P.Bio., RPF, P.Eng, P.Ag, MCIP will be considered a strong asset.

Closing Date for Applications: This posting will remain open until **January 18, 2019**

How to Apply: To apply, please combine your cover letter and resume into a single document (PDF or Word) and apply at www.canmore.ca. Please take the time to write a cover letter that includes the following information about you:

***Application Tips:** In your Cover Letter, please help us to learn more about you by answer the following questions:

1. **Why do you want to be a Climate Change Specialist for the Town of Canmore?**
2. **What is your experience/understanding of community-focused climate mitigation planning?**
3. **What experience do you have with GHG emission monitoring and reductions?**

Prior to beginning work, the successful candidate will be required to submit a satisfactory RCMP Criminal Records Check, along with other required certifications. The Town of Canmore wishes to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted

General Accountabilities

Reporting to the Sustainability Coordinator, the Climate Change Specialist will contribute technical expertise, project management, research, and innovation to execute and grow work related to the Town of Canmore's climate change mitigation activities. The primary responsibilities will include: identifying, developing, and implementing our municipal climate change priorities (as identified in Climate Action Plan), developing business cases for climate actions, and developing business improvement best practices for the Corporation that will lead to reduction of GHG emissions (for the Corporation and the community), and operational savings to ensure a more resilient and sustainable community for present and future generations.

Specific Accountabilities

Job Knowledge

- Under the direction of Sustainability Coordinator, and in conjunction with other municipal departments or external consultants, update and implement the Climate Action Plan for the Town of Canmore
- Develop and promote the adoption of municipal operational and institutional changes that will ensure GHG emissions reductions over longer term for the municipality
- Develop a detailed roadmap that identifies how we can meet our GHG targets and quantify the GHG reduction actions identified in the Climate Action Plan
- Create a realistic implementation schedule for the Climate Action Plan; Establish key performance indicators that can be used throughout the monitoring and implementation process
- Look for opportunities to coordinate the targets and actions of climate mitigation with other municipal plans and policies
- Help to determine a renewable energy target(s) for Canmore and develop an action plan to achieve it
- Develop detailed costing or business cases for the actions in the plan and identify who will lead specific activities (e.g. municipal departments, local organizations, community stakeholders)
- Research and identify funding opportunities and apply for grants
- Coordinate and manage the full scope of project activities from creating RFPS, selecting vendors/consultants through to the project implementation and completion
- Update and maintain the corporate and community GHG inventory
- Support the Public Works Department with implementation of the residential and commercial organics collection program
- Explore software and information systems to track and monitor performance of the action plan, as well as GHG emissions monitoring

- Prepare and present regular progress updates and annual reports at the end of 2019 and 2020
- Participate in the development and presentation of new municipal bylaws such as PACE
- Develop a protocol to collect better vehicle use information for Canmore residents to support that portion of our inventory
- Investigate opportunities to bring car share to Canmore and expand our EV charging capabilities
- Set up and complete a self-assessment of the municipality's performance and progress using the Maturity Scale for Municipal GHG Emissions Reductions at the beginning and end of the grant period

Communication

- Works in collaboration with other internal departments as well as various external stakeholders and government agencies
- Develop partnerships with universities and technical institutions
- Outreach with neighboring municipalities and community partners to determine synergies related to emission reductions, and in particular regarding a renewable energy target
- Undertake public engagement initiatives using well prepared strategies and mechanisms that provide useful opportunities for participation

Innovation

- Identify where efficiencies can be gained and seek to improve processes and services
- Be willing to implement alternative solutions to what is commonly done
- Use a flexible approach and creativity to work effectively in a variety of unique situations and adapt to new ways of doing things

Teamwork

- Consistently demonstrate positive, effective communication skills and interactions with team members and resolve issues when they arise
- Work cooperatively with team members and all Town of Canmore employees

Leadership

- Demonstrate a willingness and commitment to learning over time for improved service delivery and organizational efficiency
- Communicate and address issues and concerns as they arise, with the person most appropriate for a full and respectful resolution

Safety

- Understand and carry out the Employee responsibilities as outlined in the Town of Canmore Health & Safety Directive; Works in a manner that is safe for everyone and reports hazards
- Participates in the Town's health & safety program and complies with all legislation, policies, directives, procedures and Safe Work Practices relevant to the task being performed

Education & Certifications

- Post-Secondary degree in a related field such as; Environmental Sciences, Land Use/Urban Planning, Environmental or Economic Sustainability, Environmental Engineering, Geography– *required*
- Masters Degree- *an asset*
- Related Professional Registration such as: R.P.Bio., RPF, P.Eng, P.Ag, MCIP - *an asset*

Abilities and Experience

- Minimum **3-5 years** related experience with community focused climate mitigation planning related to energy, water, transportation, and solid waste management - *required*
- Demonstrated understanding of climate change issues and sustainable development, preferably within a municipal government context – *required*
- Previous experience in the areas of GHG software & inventories, target setting and emissions reductions – *required*
- Experience with quantifying the GHG emission reductions and costs related to climate actions
- Ability to conduct rigorous research, summarize findings and present recommendations to council/committees for decision making– *required*
- Strong analytical skills, ability to interpret business needs and translate them into application and operational requirements- *required*
- Excellent oral and written communication; able to convey technical information to non-technical audiences in a meaningful way- *required*
- Strong quantitative and computer skills with Microsoft Office software - *required*
- Organizational habits to understand, realistically plan for and meet deadlines, while adapting to changing demands and priorities – *required*
- Enthusiasm for learning quickly and creatively applying critical thinking to new problem areas– *required*

Interpersonal Qualities

- Embodies Town of Canmore Core Values: Wellness, Respect, Integrity, Service and Teamwork
- Thinks about and solves problems in a systematic and methodical way, but also with creativity
- Perceives what needs to be done and takes initiative to create accomplishment
- Motivated by a fundamental desire to serve the community, feeling most rewarded by the outcomes/results of the work, not personal recognition
- Confident, personable and approachable nature that inspires trust
- Is positive and respectful in communication about others and with others