

# Job Title: Project Manager Climate Change & Sustainable Development

## Project Manager Climate Change & Sustainable Development

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| Posting Id               | 1222                                   |
| Department               | Planning and Infrastructure Department |
| Division                 | Policy Planning                        |
| Job Grade                | Admin Grade 07                         |
| Rate of Pay              | \$110,413.00 - \$128,071.00 Annual     |
| Job Type                 | Full Time                              |
| Replacement/New Position | Replacement                            |
| Posting Type             | Internal and External                  |
| Posting Date             | 01/12/2022                             |
| Application Deadline     | 01/31/2022                             |

### Position Summary

Reporting to the Manager of Sustainability, the Project Manager – Climate Change and Sustainable Development is responsible for planning and implementation of municipal climate change priorities. Primary responsibilities include implementing, updating and reporting on Richmond Hill's Climate Change Framework and the Community Energy and Emissions Plan, as well as community engagement under the Resilient Richmond Hill climate change mandate.

### Key Duties and Responsibilities

This position contributes to the development and implementation of municipal climate change mitigation or adaptation priorities, including operational, institutional and community planning policy changes that will lead to the reduction of greenhouse gas emissions and reduced vulnerability to climate change impacts. Additionally, the Project Manager – Climate Change and Sustainable Development will be responsible for implementing and maintaining the City's Sustainability Metrics program including the development of incentives. This position is also responsible for broader capacity-building and knowledge-sharing activities and deliverables, as required. You will ensure initiatives are aligned with corporate policy, organizational goals and expectations, and legislative requirements.

### Education and Experience

- You possess a university degree in planning, environmental management, environmental studies, or a related discipline
- A minimum of six (6) years directly related experience with increasing responsibility
- Previous experience in a municipal setting preferred

### Required Skills/Knowledge

- Strong knowledge and experience in the areas of sustainable development, land use and environmental policy planning, climate change mitigation/adaptation, energy management, or environmental management;
- Demonstrated understanding of climate change issues and sustainable development within the context of municipal government, municipal asset management and risk assessment;
- Working knowledge of local green building initiatives and green development standards, including public policy and planning tools focused on climate change, energy efficiency and high performance buildings (e.g. LEED, Passive House), clean energy systems (e.g. district energy, microgrids), deep energy retrofits, waste management, and water reuse and efficiency;
- Demonstrated ability to engage, achieve buy-in and problem-solve with diverse groups comprised of a wide range of stakeholder interests and multi-disciplines;
- Demonstrated ability to exercise good judgement, sound decisions and strategic thinking skills in order to advance projects forward, come up with practical solutions and implement concrete results and deliverables;

- Proven project management, research and analysis skills (e.g. ability to conduct rigorous research, summarize findings, and present recommendations) and community engagement;
- Ability to conceptualize, synthesize and relay complex issues and information, including ability to translate technical concepts clearly for non-technical audiences;
- Strong time management and prioritization skills, with ability to multi-task and pay attention to detail including documentation;
- Understanding of program development process and how to implement new initiatives, including planning, costing, team building, implementation strategies, and building in feedback and evaluation techniques;
- Good knowledge of computer tools, experience with GHG software and conducting GHG inventories considered an asset;
- Demonstrates the City's corporate values of care, collaboration, courage, and service;
- Shows commitment to personal growth, development and leadership opportunities;
- Shares new ideas and challenges the status quo;
- Excellent written and verbal communication skills with the ability to communicate with honesty, openness, respect, and trust;
- Takes initiative to participate in a culture of learning, mentoring, and sharing;
- Contributes to building and being a part of a positive culture;
- Possess your own CSA certified steel toe safety boots for fieldwork;
- Possess a valid Ontario Class "G" Driver's License.
- The successful candidate will be required to provide proof of valid vehicle insurance.

### **Leadership Competencies**

- Builds people and culture
- Cultivates open communication
- Demonstrates personal leadership
- Navigates and leads through complexity and change
- Shapes the future

The City of Richmond Hill is committed to inclusive, barrier-free recruitment and selection processes. If contacted to participate in the recruitment and selection process, please advise Human Resources if you require an accommodation.

Please note, to be considered for a career opportunity at the City of Richmond Hill you must have received the full series of a COVID-19 vaccine approved by Health Canada (or the World Health Organization). You may also be required to receive any COVID-19 boosters recommended by public health authorities. The City of Richmond Hill will consider cases requiring accommodation as stipulated by relevant employment standards legislation or regulation and/or the Ontario Human Rights Code.