



**Position Title:** Policy Analyst (Corporate Climate Action Services)

**Position Status:** Full-Time Regular

**Department:** Parks & Environment

**Employee Group:** Teamsters Local 31

**Location:** 4515 Central Boulevard, Burnaby

**Salary Range/ Wage Rate:** PG T25 \$3,205.95 - \$3,785.23 bi-weekly

**Our Corporate Climate Action Services division is seeking a Policy Analyst who will support the development and implementation of Metro Vancouver's Corporate Climate and Energy Management System. This involves evaluation and analysis of energy and climate change mitigation and adaptation data, policies, standards, and best practices, and preparation of reports, briefings, and recommendations. The Policy Analyst will also be responsible for managing the corporate greenhouse gas (GHG) emissions inventory and reporting.**

**You are: A strategically oriented critical thinker proficient in data analysis, a good communicator orally and in writing, well organized, detail oriented, proactive and passionate about taking action to mitigate and adapt to climate change.**

**This role:**

- Assembles, researches, analyzes and interprets data related to national, provincial, regional and corporate programs, policies and best practices concerning energy and climate action issues and initiatives; evaluates policy options regarding air quality, renewable energy, clean transportation, low carbon buildings, industrial emissions reduction strategies; participates in the development of demand side management strategies; prepares reports, briefings, recommendations and draft policy proposals for review by a superior.
- Leads the review, development or revision of corporate policy alternatives; manages the corporate energy and greenhouse gas (GHG) emissions inventory; reviews the effectiveness of existing corporate procedures and policies related to climate change; writes new policies when required; prepares reports and recommendation for consideration by a superior.
- Provides technical assistance and information; promotes awareness of policies, objectives and programs; prepares newsletters; provides and/or develops content for promotional and educational materials and presentations; reviews documentation such as consultant reports and educational materials.

- Maintains, updates and expands existing databases and develops customized programs and new routines; researches, analyzes and evaluates reliability and validity of new data sources and recommends inclusion of same into existing databases.
- Establishes and maintains effective working relationships with staff, consultants, commercial enterprises and associations, municipal and other levels of government and non-governmental organizations; represents the MVRD on various committees and task forces; designs, organizes and conducts seminars, workshops and presentations.
- Directs and/or coordinates the work of consultants engaged in technical and research projects; may assign, check and coordinate the work of research and clerical staff engaged in projects.
- Prepares project budget estimates and, upon approval, monitors contract budgets.
- Performs related work as required.

**To be successful, you have:**

- University graduation with a degree in statistics, economics, environmental science, resource management, business administration or related discipline included or supplemented by courses in computer science plus sound related experience; or an equivalent combination of training and experience.
- Considerable knowledge of national, provincial, regional and corporate programs, policies and best practices related to the work.
- Considerable knowledge of the principles, practices, methods and techniques of researching, evaluating and analyzing data related to issues under review.
- Considerable knowledge of sources of data and current literature, trends and developments in fields related to the work.
- Sound knowledge of by-laws and legislation related to climate change and energy management programs and of applicable departmental objectives, rules and regulations.
- Sound knowledge of economics and business administration related to the work performed.
- Sound knowledge of the methods, principles and practices of operating computer and peripheral equipment and software applications related to the work.
- Ability to collect, analyze and interpret statistical and narrative data and to prepare clear and concise studies, reports and correspondence.
- Ability to prepare recommendations regarding policy and implementation strategies under the direction of a superior.
- Ability to maintain, update and expand applicable databases.
- Ability to communicate effectively orally and in writing and to make presentations.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts and to represent the MVRD on a variety of committees, task forces and workshops.
- Ability to direct and/or coordinate the work of consultants engaged in technical and research projects and to assign and check the work of clerical or research staff.
- Ability to prepare project cost estimates and monitor contracts.
- Driver's Licence for the Province of British Columbia.

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**Our Vision:**

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact [careers@metrovancover.org](mailto:careers@metrovancover.org) for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

*Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by June 28, 2024.*