

Waste Resources Circular Economy Specialist (Temporary, approximately 18 months)

Why Guelph?

When you join the City of Guelph, you join a team of over 2000 employees who deliver services the community relies on every day. Together, we are bringing to life Guelph's vision of an inclusive, connected, and prosperous city where we look after each other and our environment. As a single tier municipality, we offer a variety of occupations and career specialities within our organization. Guided by the goals and objectives of the Future Guelph: Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Community Vision for an inclusive, connected, prosperous city.

What we offer

We offer competitive wages and comprehensive benefits to meet the needs of our diverse employees. Many of our positions offer:

- Paid vacation days, increasing with years of service
- Paid personal days;
- Hybrid and flexible work arrangements;
- Defined benefit pension plan with OMERS, including 100-per-cent employer matching;
- Extended health and dental benefits, including Health Care Spending Account;
- Employee and Family Assistance Program;
- Parental leave top up program;
- Learning and development opportunities including tuition assistance
- Employee recognition programs.

Position overview

Are you looking for an exciting opportunity to combine your interest in circular economy and creating innovative processes for work with the City of Guelph? Resumes are being accepted for an enthusiastic, experienced **Waste Resources Circular Economy Specialist** to join our Solid Waste Resources Project team.

Reporting to the Manager of Technical Services, Solid Waste Resources, the successful candidate will be responsible for leveraging Solid Waste Resources strengths and working with multiple internal and external public and private stakeholders to promote the principles of a circular economy to prevent and minimize loss and waste throughout the value chain. This role will lead the research, analysis, and policy development as well collaboration initiatives related to the Circular Economy.

Key duties and responsibilities

- Liaise with City Departments to coordinate projects and ensure alignment and efficient project delivery with circular economy initiatives/projects.
- Act as a resource to provide research on policy and best management practices and provide recommendations based on sound industry standards.
- Develop strategic business relationships that drive continued value of circular economy initiatives.
- Maintain an active network among the various partners and stakeholders in circular economy approaches and develop insights into other new developments.
- Innovatively create and implement process improvements in an integrated and collaborative manner that will ensure success of the projects.
- Help introduce circular economy to the City of Guelph and work with internal stakeholders.
- Train and coach all levels of staff and partners on sustainability strategies including conservation efforts, circular economy standards, and corporate social responsibility efforts.
- Maintains up-to-date and thorough knowledge of applicable legislation, standards, guidelines and policies.
- Manage circular economy related initiatives at different stages in the project lifecycle.

Qualifications and requirements

- Completion of post-secondary education in Environmental and Sustainability Management/ Business Administration or a related discipline.
- Considerable experience with circular economy initiatives, preventing and minimizing waste.
- Experience leading projects on time and on budget.
- Ability to develop business cases and conduct data analysis.
- Excellent communications skills, with the ability to communicate with all levels of staff, stakeholders, contractors and the general public.
- Excellent interpersonal skills with the ability to engage staff and work in a team environment.
- Advanced skills in Microsoft Office (Word, Excel, Power Point and Outlook).
- Excellent analytical, organizational and problem-solving skills with the ability to manage multiple tasks and priorities in a demanding environment.
- A valid Class G drivers licence with a good driving record. Successful candidates will be required to provide a current driver's abstract prior to their start date to confirm their licence is held in good standing and that it has not been suspended or revoked under the Highway Traffic Act (HTA) or Criminal Code of Canada in the last 5 years. The City of Guelph will take into consideration the number of demerit points and/or nature of the infractions to determine if it meets our requirements.
- Candidates with an equivalent combination of education and experience will be considered.

Hours of work

35 hours per week, Monday to Friday, between the hours of 8:30 a.m and 4:30 p.m. This position is eligible for hybrid and flexible work arrangement options (as per current corporate policy).

Pay/Salary

NUME Grade: 6: \$50.31- \$62.89

How to apply

Qualified applicants are invited to apply using our **online** application system by **August 7, 2024**. Please note all applicants must complete the online questionnaire specific to this position at the time they submit their resume and cover letter in order to be considered.

Please visit the job posting listed on our City of Guelph [careers page](#) and click on the "Apply for this job" button. Instructions will follow.

The City of Guelph is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive workplace where employees feel welcome, valued and engaged. Our employment policies strictly prohibit all forms of discrimination on any of the grounds in relevant laws. All employment practices are solely based on individual merit, qualifications, and organization's needs at the time. In keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, we are committed to working with and providing reasonable accommodation for qualified individuals in our job application procedures. If you need an accommodation in order to participate in the hiring process, you may contact us to make your needs known in advance.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.