

## THE CORPORATION OF THE COUNTY OF WELLINGTON

Planning and Development Department

Requires a

### 24 Month Temporary Full Time Climate Change Coordinator

The position reports to the Manager, Planning and Environment, and is responsible for the establishment of the County's greenhouse gas (GHG) inventory and to develop and implement an emissions reduction and adaptation plan. This position conducts data collection and analysis, research and policy development to determine County conformity with the applicable Provincial policies, standards and regulations.

#### The minimum qualifications for this position include:

- Four year university degree in Resource Management, Environmental Science, Planning, Engineering or related field.
- Minimum four years of experience or equivalent in a related area, preferably in a municipal setting.
- Knowledge of climate change issues and sustainable development principles and practices.
- Ability to use word processing, spreadsheet and database applications as well as desktop mapping.
- Experience with GHG software and conducting GHG inventories would be an asset.
- A valid driver's licence (minimum G2 Class) and access to a reliable vehicle.

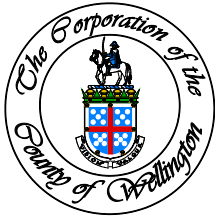
**This position offers a benefit package and a salary range of: \$71,726.20 to \$83,902.00 (2019 Non Union Compensation Grid), based on a 35 hour work week.**

Applicants are invited to submit a cover letter and resume, clearly marked **Posting #021-19 by Friday, February 22 at 4:00 pm.**

**ATTENTION: HR DEPARTMENT**, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: [careers@wellington.ca](mailto:careers@wellington.ca) or F: 519.837.8882. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.





# COUNTY OF WELLINGTON

## POSITION DESCRIPTION

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| <b>Title:</b> Climate Change Coordinator    | <b>Reports to:</b> Manager of Planning and Environment |
| <b>Department:</b> Planning and Development | <b>Positions Supervised:</b> 0                         |
| <b>Effective:</b> January 2019              | <b>Revised:</b>  |

### **BASIC FUNCTION:**

The Climate Change Coordinator is responsible for the establishment of the County's greenhouse gas (GHG) inventory and to develop and implement an emissions reduction and adaptation plan. This position conducts: data collection and analysis, research and policy development to determine County conformity with the applicable Provincial policies, standards and regulations.

### **PRINCIPAL RESPONSIBILITIES:**

- Create a GHG inventory, and develop emissions reduction initiatives for the County of Wellington and Area Municipalities.
- Provide vision, guidance and project leadership in the development, monitoring and implementation of a County of Wellington Local Action Plan and related environmental and corporate initiatives.
- Facilitate interdepartmental and intra-jurisdictional efforts to review existing and/or emerging climate change and adaptation mitigation measures.
- Identify and pursue external resources and funding support to undertake County wide climate-related initiatives (eg. through various grants offered by the Federal and Provincial governments, the Federation of Canadian Municipalities' Climate Innovation Program, etc.)
- Educate Municipal employees on climate change and participate in the development of internal training programs, where necessary.
- Act as a liaison between various levels of government, municipal stakeholders and related organizations, and build consensus amongst these groups, regarding climate change initiatives.
- Aim to establish and lead a multi-disciplinary, multi-jurisdictional stakeholder group to identify actions needed to ensure that Wellington may be a climate resilient community, with emphasis on potential actions and responsibilities to be undertaken by the County of Wellington.
- Work safely and in compliance with relevant statues and regulations and within the safe work procedures and directive as established by the County.

- Other duties as assigned.

**CONTACTS:**

Internal: County Staff from various departments, County elected officials.

External: Local municipalities, federal and provincial agencies, conservation authorities, and municipal staff and councils, community groups, building inspectors, the public and related professionals and consultants.

**MINIMUM QUALIFICATIONS:**

- University Degree in Resource Management, Environmental Science, Planning, Engineering or related field.
- Minimum of four years of experience or equivalent in a related area (preferably in a municipal setting).
- Knowledge of climate change issues and sustainable development principles and practices.
- Ability to use word processing, spreadsheet and database applications as well as desktop mapping.
- Experience with GHG software and conducting GHG inventories would be an asset.
- A valid driver's licence and access to a vehicle.

**SKILLS AND COMPETENCIES:**

- Strong scientific research and analytical skills. Ability to conduct research, summarize findings and present recommendations.
- Well-developed interpersonal and team skills to lead and/or participate on multi-disciplinary teams and cross functional activities and projects within the County.
- Effective written and oral communication skills to prepare communication materials such as policy and research papers, public presentations and reports to committees and councils.
- Ability to plan and manage all phases of potentially large-scale, multi-stakeholder projects and initiatives in a cost-effective manner.
- Able to anticipate and identify impacts and issues to take corrective action, adjust priorities and meet project commitments. Ability to conceptualize.
- Recommend ways to resolve contentious and complex issues.
- Organizational and time management skills to handle competing priorities, and to complete assignments within timelines, working either independently or within a team.
- Excellent report writing, communication and customer service skills, both within the planning department and other County staff, as well as external contacts and the public.
- Knowledge of provincial legislation, policy and research studies
- Good analytical skills with ability to comprehend legal documents and technical reports.
- The ability to secure funding from external resources is considered an asset.

**OTHER:**

Regular work week - 35 hours per week.

Attend meetings (Public, Council, Stakeholder and Special Committee meetings).

Regular travel within and to areas outside of the County.