



**Town of Wolfville
Position Description
June 2018**

Position Title:	Climate Change & Energy Coordinator		
Reports to:	Director of Planning & Development		
Subordinate Staff:	N/A		
Salary Range 2018/19:	\$51,433 - \$65,643	Band:	Level 3 – Coordinators and Professional Level 1
Classification:	2-year/24-month term (full-time)		

Position Summary / Major Purpose:

Reporting to the Director of Planning & Development, the Climate Change & Energy Coordinator will focus on the planning and implementation of municipal climate change and energy priorities. A primary responsibility will be working on the development and implementation of the municipality's greenhouse gas (GHG) emissions reductions plan and advancing the Town's position in the Partners for Climate Protection Program.

Additionally, the Climate Change & Energy Coordinator will contribute to the development and implementation of municipal operational and institutional changes that will lead to operational savings and the reduction of GHG emissions. This individual may also be responsible for broader capacity-building and knowledge-sharing activities and deliverables, as required.

Under the Town's shared service agreement with the Town of Windsor, the Climate Change & Energy Coordinator will also provide services pertaining to GHG emissions reduction, approximately 1-2 days/week, to the Town of Windsor.

Core Expectations of the Role:

1. Under the direction of the Director of Planning & Development lead the "Inspire Wolfville" climate and energy campaign (part of the NS Low Carbon Communities Fund), including the supervision of summer students.
2. Under the direction of the Director of Planning & Development, and in conjunction with other municipal departments or external consultants, lead the development of the GHG emissions reductions plan for the Town of Wolfville and contribute to moving forward efforts in the Town of Windsor. This will include the following tasks:
 - a. Prepare for the planning process, including educating municipal employees, committees, and council on climate change issues.

- b. Create a vision and work plan for the planning process using a plan development-plan implementation framework to ensure (some) action can be taken during planning phase (low hanging fruit).
 - i. This should include a communications and branding exercise and formally engaging with the Town's Environmental Sustainability Committee.
 - c. Assess the current situation through an update to the existing GHG inventories (community and corporate) in partnership with Acadia University and other Stakeholders. This aspect will be completed as part of CLEAN NS Transition 2050.
 - d. Work with the Community and Council on setting targets (short, medium, and long-term) for GHG emissions reductions, pursuant to the inventory work.
 - e. Develop an Action Plan that includes GHG emissions reductions scenarios and co-benefits associated with each. This should also include how we will measure and monitor success/challenges. The Action Plan will require approval by Council.
 - f. Work on Plan Implementation - identify policies, actions, etc to implement the preferred GHG emissions reduction scenario – corporate and/or community. Integrate actions with other plans (MPS, Asset Management). Focus should be on value-added actions (e.g. savings) that can ensure the continuation of the position beyond the 24-month period.
 - g. Measure and Monitor any actions that have been implemented within the 24-month contract. Ensure Measurement and Monitoring framework in place for use in the longer term.
3. Develop and promote the adoption of municipal operational and institutional changes that will ensure GHG emissions reductions over the longer term for the Town.
 - a. Research, propose, and implement operational and institutional changes required to implement recommendations from the GHG emissions reduction plan and ensure long-term impacts for the Town (e.g. ensuring the success of the Sustainability Committee's working group, building momentum around the issue, effective communications, community engagement).
4. Conduct research and analysis for the purpose of developing and implementing municipal GHG emissions reductions initiatives, as per Core Expectation #2 and other GHG emissions reductions initiatives, as needed (e.g. plastic waste reduction, leading public education programming, organizing stakeholder consultations, coordinating policy research, helping to manage consultants, etc)
5. In conjunction with other municipal departments, ensure that the municipality:
 - a. Completes 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.
 - b. Prepares and submits a project progress report (after 12 months) and a project completion report (after 24 months).
 - c. Requests disbursements from FCM at periodic intervals (after contract signature, 12 months, and 24 months).

6. Work with the Town of Windsor on developing and implementing the Core Expectations outlined in #2-5 for the Town of Windsor, appropriate for execution working there approximately 1 day/week. The role in Windsor will be formalized through an addendum to the existing Shared Services Agreement between the two Towns.

Skills/Knowledge/Capabilities

- Strong knowledge and experience in the areas of GHG emissions reductions, energy planning, climate change, sustainable development.
- Demonstrated understanding of climate change issues and sustainable development within the context of municipal government.
- Strong research and analytical skills (e.g. ability to conduct rigorous research, summarize findings, and present recommendations).
- Ability to conceptualize.
- Excellent writing and communications skills (e.g. ability to write succinct reports and prepare communications materials).
- Experience with GHG software and conducting GHG inventories for an organization.
- Good knowledge of general computer tools (Office, etc).
- Strong ability to multi-task, with attention to detail.
- Understanding of the program development process and how to implement new initiatives, including planning, costing, team building, implementation strategies, and building in feedback and evaluation techniques.
- Ability to handle confidential information
- Ability to deal effectively and courteously with Council, staff, outside agencies and the general public.
- Strategic thinking.
- Self-motivated.
- Attention to detail.
- Process-driven.

Decision Making

This position provides operational decision-making advice to the Director of Planning & Development and also presents on issues, that will inform decision making, directly to Committees and Council.

Education and Training:

- University degree in engineering, environmental science, environmental studies, geography, urban planning or equivalent.
- Other relevant training considered an asset.

Related Experience:

- 1-2 years experience in a similar role considered an asset.

Approved by:

CAO

Date