



**CLIMATE ACTION IMPLEMENTATION COORDINATOR  
(PLANNER)  
(Exempt)**

***Job description under review***

**Competition #:** 66-COV-22

**Closing Date:** May 9, 2022

If you've heard of the Okanagan, you know how beautiful it is. Four seasons, year round outdoor adventure and a rich agricultural bounty are just some of our charms. The City of Vernon is seeking a highly motivated and experienced professional to join the Community Infrastructure and Development Services team. Vernon is a growing, evolving city and our team is dedicated to making it the greatest place in the world. If you are skilled, talented and want to make a difference, we want to hear from you. The City of Vernon offers a competitive compensation package, including enrollment in the Municipal Pension Plan.

Reporting to the Manager, Long Range Planning and Sustainability, the Climate Action Implementation Coordinator (Planner) leads the City's response to climate change and coordinates the implementation of the City of Vernon Climate Action Plan in collaboration with the Senior Management Team, all City departments, the Climate Action Advisory Committee and community members.

**Duties Include:**

- Lead the City's response to climate change, coordinate the implementation of the City's Climate Action Plan and support climate action initiatives across the organization and community.
- Work to align the City's goals and projects related to climate adaptation, resilience, sustainability, equity, reconciliation and emergency management with the Climate Action Plan.
- Provide support and guidance to the Senior Management Team, City departments, staff, and other stakeholders in developing climate action and resilience projects, programs and policies.
- Develop and deliver reports, workshops and presentations for the Senior Management Team, Council, staff, the public and other stakeholders as required.
- Develop and implement engagement strategies that facilitate community understanding of the need to reduce emissions and enhance preparedness for climate impacts. Responsible for community capacity-building and knowledge-sharing activities and deliverables.
- Conduct, research, policy development, and project management of climate action and resilience initiatives involving diverse stakeholders.

- Work with internal and external stakeholders to make recommendations on climate action and resilience indicators.
- Update and maintain the Corporate and Community Energy and Emissions Inventories.
- Liaise with other jurisdictions to ensure a coordinated strategic approach to climate action including the RDNO, adjacent municipalities, Indigenous Communities, provincial and federal representatives.
- Monitor, review and where appropriate, lead the City's participation in local, regional, provincial and federal programs and funding related to climate action and resilience. Keep current on provincial, national and international legislation, policies and climate initiatives.
- Act as Staff Liaison for Council's Climate Action Advisory Committee.
- Chair and facilitate meetings as required.
- Manage program costs to the budget and support budget submissions relating to the corporation's implementation of the Climate Action Plan in the annual budget process.
- Prepare detailed work programs and terms of reference for planning studies and projects.
- Develop contracts and supervise consultants and temporary staff teams as required.
- Assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.
- Perform related duties as assigned.

#### **Required Education and Experience:**

- Graduation from a four-year urban planning degree or related discipline with a focus on Environmental Studies, Community Planning, Sustainability, Climate Change, or related discipline.
- A minimum of five years' professional experience developing and advancing climate action policies, programs and initiatives, preferably in the public sector.
- Demonstrated professional experience using collaborative partnership approaches and public engagement processes in a local government setting.
- BC Drivers' License, Class 5.
- An equivalent combination of education and experience may be considered.

#### **Required Knowledge, Skills and Abilities:**

- Considerable knowledge of resilience, climate action, disaster risk reduction, public policy, and the formulation of strategies with respect to climate action and resilience.
- Knowledge and experience with implementing successful programs to reduce GHG emissions.
- Knowledge of current regulatory and policy framework for climate action and energy management specifically as it relates to local government.
- Ability to participate in departmental and interdepartmental teams, and to lead those teams, as appropriate.
- Public engagement, consultation and facilitation skills. Ability to develop, promote and lead innovative public participation and engagement processes.

- Ability to perform research that may include statistical and trends analysis and keep abreast of technical changes.
- Ability to analyze outcomes to maximize benefit of the project.
- Ability to establish and maintain good working relationships with a wide spectrum of internal and external stakeholder groups and partners.
- A proven ability to exercise sound judgement and discretion; demonstrated ability to work well under tight deadlines and constant change and an ability to handle numerous projects simultaneously with minimal supervision.
- Excellent verbal and written skills including preparation and presentation of reports or other information to a Council, advisory committees, senior leadership and the public.
- Proficient in the use of standard office equipment and software applications.
- Ability to manage contracts and consultants.
- Superior demonstrated written and oral communication skills.
- Ability to maintain records and data.

**Preferred Education and Experience:**

- Master's Degree in a field related to climate change.
- IAP2 training.

**Preferred Knowledge, Skills and Abilities:**

- Eligibility for membership in the Canadian Institute of Planners.

**Conditions of Employment:**

- As a fundamental term and condition of employment with the City of Vernon, candidates will be required to provide proof of full vaccination against COVID-19.

**TO APPLY:**

Please submit your resume, quoting the appropriate competition number to: Human Resources, City of Vernon, using **one** of the following methods:

- Online at [www.vernon.ca](http://www.vernon.ca) (In MS Word or PDF Format) or
- By Fax: (250) 550-3551

Internal applicants are asked to complete the *Internal Application Form* located on Jostle and forward this along with a resume.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted. No phone calls please!