

EMPLOYMENT OPPORTUNITY

Climate Change and Regional Growth Strategy Analyst

Temporary Full-Time / External

Long Range Planning & Energy and Sustainability

Competition No.: 2020-047



www.rdn.bc.ca



rdncareers@rdn.bc.ca

EDUCATION/EXPERIENCE

- Undergraduate degree in climate change, sustainability, planning, engineering or related field
- Four (4) years prior job-related experience in a local government setting

APPLICATION DETAILS

Please quote competition 2020-047 and submit a cover letter and resume clearly outlining your education, experience and qualifications as they relate to this position and submit **via email** to rdncareers@rdn.bc.ca.

**Note: for this competition, resumes will only be accepted via email.*

**Applications will be accepted until:
4:00 pm, on April 9, 2020**

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted

Visit the RDN website at www.rdn.bc.ca for more information on the Regional District of Nanaimo

ABOUT THE ROLE

The Regional District of Nanaimo is seeking a temporary full-time Climate Change and Regional Growth Strategy Analyst in the Long Range Planning & Energy and Sustainability department.

Reporting to the Manager, Long Range Planning, Energy and Sustainability, this role will contribute to the development of policy and technical standards for policy, projects and other initiatives, including the Climate Action Technical Advisory Committee and the Regional Growth Strategy (RGS). Duties will include, performing research relating to climate change, resilience and transportation policy and projects; identifying climate change risks and opportunities within the RDN; keeping current and providing recommendations on local government climate action initiatives and innovations; coordinating the selection and administration of contracts and consulting services; preparing formal reports and presentations for Standing Committees and the Board; and other related duties, as required.

QUALIFICATIONS

Qualifications include an undergraduate degree in climate change, sustainability, planning, engineering or related field, plus a minimum of four (4) years prior job-related experience in a local government setting, or an equivalent combination of training and experience. Applicants must also possess a certificate or formal accreditation in sustainable or green building systems, such as LEED, Built Green or Passive House.

In addition, a knowledge of local government practices in: GHG emissions reductions, climate change adaptation and mitigation, sustainable development, asset management, and resilience; strong interpersonal communication and conflict resolution skills; excellent written and verbal communication skills; advanced computer skills including Microsoft Office, Excel, PowerPoint, database management, GIS and GHS software; and possession of a valid Class 5 Drivers License is required.

POSITION DETAILS

This is a temporary full-time (35 Hours per week) Union Position, for two (2) years with the possibility of ending early or of extension based on the operational needs of the department. The (2020) rate of pay is \$39.15 to \$41.21 per hour, plus 12.4% in lieu of benefits including vacation and statutory holidays.

Climate Change and Regional Growth Strategy

Strategic and Community Development (Long Range Planning, Energy and Sustainability)

JOB SUMMARY

The Climate Change and Regional Growth Strategy Analyst contributes to the development of policy and technical standards for policy, projects and other initiatives, including the Climate Action Technical Advisory Committee and the Regional Growth Strategy (RGS) review through the performance of technical and administrative work related to the completion of a variety of activities and projects. This position supports the department by assisting team members in their duties, as required, to meet service expectations, departmental goals and objectives.

PRIMARY DUTIES AND RESPONSIBILITIES

- Performs research (including data collection and analysis) and develops and investigates alternatives, and formulates recommendations on programs, projects and operational issues, as assigned.
- Performs research related to climate change, resilience and transportation policy and projects, including the Climate Action Technical Advisory Committee and Regional Growth Strategy reviews.
- Identifies climate change risks and opportunities within the RDN, as well as outcomes necessary and resources available to implement projects on climate adaptation, resilience and GHG emissions reductions.
- Keeps current and provides recommendations on local government climate action initiatives and innovations.
- Keeps current and provides recommendations on regional government policy on transportation.
- Coordinates the selection and administration of contracts and consulting services and supervises consultants and/or contractors to project completion.
- Liaises with RDN departments, other local governments, provincial and federal governments, and community agencies regarding related issues.
- Acts as a resource to technical and/or office staff.
- Responds to inquiries from the public, contractors, consultants and other government agencies.
- Prepares formal reports and presentations for Standing Committees and the Board, as required.
- Organizes, arranges and assists in conduct of public meetings, including conveying administrative policy and acting as recording secretary as required.
- Provides administrative support and assistance to senior staff.
- Performs other related duties, as required.

JOB QUALIFICATIONS

Education/Experience

- Undergraduate degree in climate change, sustainability, planning, engineering or related field, plus a minimum 4 years prior job related experience in a local government setting, or an equivalent combination of training and experience.
- Certificate or formal accreditation in sustainable or green building systems, such as LEED, Built Green or Passive House.

Skills/Abilities

- Knowledge of local government practices in:
 - GHG emissions reductions, climate change adaptation and mitigation, sustainable development, asset management, and resilience.
 - Developing climate action and resilience frameworks, strategies and action plans.
 - Energy conservation trends, efficiency and alternatives related to local government authority and operations, including renewable energy.
 - Current regulatory and policy framework for climate action and energy management specifically as it relates to local government.
 - Transportation policy at a regional level.
- Strong interpersonal communication and conflict resolution skills, including ability to deal effectively with diverse groups and individuals.
- Excellent project management skills and proven ability to organize/prioritize a multi-task workload, take initiative and be flexible.
- Excellent written and verbal communication skills, ability to produce clear and concise reports, correspondence and recommendations on a variety of complex issues.
- Advanced computer skills including Microsoft Office, Excel, PowerPoint, database management, GIS, GHG software.
- Excellent knowledge of managing large data sets, spreadsheets, and data analysis.
- Possession of a valid Class 5 Drivers License.

Reporting Relationship

Reports to the Manager, Long Range Planning, Energy and Sustainability.