

## Job Information

Job title	<b>Senior Sustainability Planner</b>		Job Code: SRSPLN	Pay Band: S
Title of immediate supervisor	Manager of Sustainability			
Department/Division	Corporate Services/Sustainability			
Prepared by	N. Pallan			
Date Created	Mar 17, 2015 Updated March 22, 2017	Revised date	11 October 2022	

## Job Purpose

Performs professional sustainability work in the delivery of Saanich climate goals and targets and corporate strategic goals within the Sustainability and Strategic Initiatives Division. Provides supervision to Sustainability Planners.

## Duties and Responsibilities

- Provides staff support and supervision within sustainability and strategic initiative programs, making technical and administrative decisions, which may include personnel issues and budgets.
- Supervises and directs Sustainability Planners and students, including the assignment and review of work; and performance coaching and counselling. Maintains performance standards and takes positive action to resolve issues.
- Acts for the Manager of Sustainability and reports to the Director of Sustainability and Strategic Initiatives in the Manager's absence.
- Responds to public needs, enquiries and complaints through written correspondence, phone conversations and in-person meetings.
- Researches, analyses and produces studies, reports and recommendations related to a variety of complex, multi-faceted climate and sustainability policy issues or strategies, requiring innovation and the development of new approaches and processes in a rapidly evolving and emerging field.
- Works with a high level of independence as it relates to decision making, applying creative and critical thinking to address complex problems and challenging issues with considerable social, economic, environmental, financial, political and reputational consequences.
- Prepares and maintains comprehensive sustainability plans, strategies and targets through comprehensive community, industry and stakeholder consultation.
- Develops policy and Bylaw legislation in collaboration and/or consultation with other departments and stakeholders, as necessary.
- Interprets, responds to enquiries, and provides advice on a range of Bylaw legislation related to sustainability and policy interpretation for other departments and the public.
- Collaborates with and assists Municipal Bylaw Enforcement Officers and provincial and federal agencies to monitor compliance with municipal bylaws and other regulations related to sustainability.
- Develops, implements, promotes, audits, and maintains corporate and/or community wide sustainability initiatives and capital projects that achieve strategic and sustainability goals and objectives.
- Manages projects from initiation to completion, developing associated work plans and community engagement processes, managing project teams and adhering to timelines and budgets.
- Discusses and negotiates with developers, community stakeholders and other orders of government to achieve sustainability and strategic goals and objectives.
- Directs, coordinates and supervises the day-to-day work of contractors/consultants.
- Monitors and evaluates program effectiveness, documents performance trends and recommends modifications to improve sustainability programs.
- Oversees program budgets, reviews and approves work of consultants, and manages projects to deliver on time and on budget.

- Represents Saanich and leads collaborative work with other departments, municipalities, agencies, federal and provincial departments, consultants, contractors, non-profits, developers and the community to achieve sustainability and strategic objectives.
- Represents the Administration Department and Sustainability and Strategic Initiatives Division at Council and Committee of the Whole meetings, advisory committees, community meetings and events, preparing and presenting the associated reports and providing advice.
- Coordinates and delivers the presentation of information before various groups and facilitates meetings and workshops.
- Develops and coordinates public relations activities related to the Municipality's sustainability initiatives and represents the District to the media.
- Identifies, submits and secures grant applications.
- Assists with interviews, selection and hiring of new and advancing employees.
- Performs other related duties as required.

### **Qualifications**

- Master's Degree in planning, engineering, environmental sciences, sustainable development, energy management, resource management or appropriate energy, environment or engineering field.
- Six years relevant experience in planning and implementing environmental, sustainability and/or corporate strategic initiatives.
- Membership in one of either the Canadian Institute of Planners, Engineers and Geoscientists of British Columbia/Engineers Canada, BC College of Applied Biologists/Canadian Society of Environmental Biologists or equivalent environmental organization is preferred.
- Previous experience in project management, supervision of contractors/consultants, preparing and managing project budgets, policy development and securing grant funding.
- An equivalent combination of education and experience may be considered.
- A valid BC Class 5 Driver's Licence is preferred in order to support the transportation of materials to engagement events and showcase our electric vehicle (EV) fleet.

### **Physical Requirements**

No physical activity required.

### **Working Conditions**

Works in an office environment.