



## JOB DESCRIPTION

Title:	<b>Climate Action and Resilience Specialist</b>
Department:	Protective Services
Supervisor:	Director, Protective Services
Status:	Full-time, Regular
# of Direct Reports:	None
Date Updated:	September 2021

### **Job Overview**

The Climate Action and Resilience Specialist is responsible for coordinating the Squamish-Lillooet Regional District's (SLRD) overall approach to climate action and resilience, and the implementation and monitoring of related strategies. This position is a key liaison with member municipalities in the regional district to develop a coordinated approach where applicable, and acts as a resource to the SLRD's departments in the integration of climate action and resilience across Regional District plans, programs, processes and projects, and guides the development of long-term governance options. This position works collaboratively across SLRD departments, community organizations, and other stakeholders to build a robust approach to climate action and resilience and advance the Regional District's long-term strategic interests and initiatives. In the near term, a key part of this work will include the development of the SLRD Climate Action and Resilience Framework. This role also complements the SLRD's emergency management program

### **Key Responsibilities**

- Coordinates a SLRD-wide approach to Climate Action and Resilience in alignment with Federal, Provincial and local government legislation, regulation and policy.
- Acts as a senior liaison with other jurisdictions, including member municipal staff to ensure a coordinated strategic approach; and emerging best practice through engagement with other regional districts, First Nations, provincial and federal representatives.
- Develops strategies for long-term climate action and resilience governance, including an evidence-based Climate Action Plan and the subsequent actions to implement the Plan.
- Leads (in collaboration with relevant stakeholders) the implementation of relevant actions identified in Regional Growth, Climate Action, and Resilience strategies.
- Provides support and guidance to SLRD departments, staff, and other stakeholders in developing climate action and resilience projects, programs and policies.
- Scopes and delivers strategic initiatives related to long-term climate action and resilience objectives in the SLRD.
- Works to integrate and embed climate action and resilience as a foundational goal in SLRD-wide planning and development initiatives by providing subject matter expertise, sitting on relevant working groups and co-chairing working groups.
- Conducts evaluation, research, policy development, and project management of climate action and resilience initiatives involving diverse stakeholders.
- Advises on the development and adoption of climate action and resilience indicators.

- Monitors and reviews regional, Provincial and Federal policies, legislation and programs related to climate action and resilience.
- Develops and delivers reports, workshops and presentations for the SLRD management team, Board, staff, the public and other stakeholders as required.
- Works to align SLRD goals and projects related to climate adaptation, resilience, sustainability, equity, reconciliation and emergency management.
- Advises on and supports the development of disaster recovery planning and processes.
- Chairs and facilitates public and staff meetings as required.
- Seeks and administers funds from external sources as available (e.g. federal and provincial grants).
- Develops contracts and supervises consultants and temporary staff teams as required.
- Other duties/responsibilities as assigned.

### **Qualifications**

#### Education and Experience:

- A minimum of five (5) 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 governance and public engagement processes.
- A post-secondary degree with a focus on Environmental Studies, Community Planning, Sustainability, Climate Change, Disaster Risk Reduction, Resilience or related discipline. An equivalent combination of experience, training and education may be considered.
- A valid BC drivers license is required.

#### Knowledge, Skills and Abilities:

- Considerable knowledge of resilience, climate action, disaster risk reduction, public policy, and in the formulation major strategies with respect to climate action and resilience.
- Knowledge and experience in achieving GHG emissions reductions, climate change adaptation and mitigation, sustainable development and asset management.
- Knowledge of energy conservation trends, efficiency and alternatives related to local government authority and operations, including renewable energy, and carbon markets both in BC and internationally.
- Knowledge of current regulatory and policy framework for climate action and energy management specifically as it relates to local government.
- Project management, public consultation and facilitation skills.
- Ability to apply best practice analyses, such as cost-benefit, triple bottom line, co-benefits, return on investment, full life-cycle costing to catalyze corporate and community initiatives. Knowledge of, and interest in, the municipal natural assets initiative is an advantage.
- Ability to establish and maintain good working relationships with a wide spectrum of internal and external stakeholder groups and partners, both in the course of day-to-day business and in exceptional situations that may be controversial, stressful and highly dynamic.
- Excellent interpersonal skills and patience to deal tactfully with staff, elected officials and the public; 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 Board of Directors, advisory committees, senior leadership and the public.

- Critical analytical skills and a strong understanding of climate action and resilience.
- Sound research and analytical abilities and experience.
- Ability to build relationships and use diplomatic and persuasive skills.
- Ability to take initiative, plan, organize, set goals and outcomes, create processes, accomplish and measure objectives and results.
- Ability to work independently and as an effective member of a team, interact well with other employees, officials, and the public to complete assignments in a high pressure, time-sensitive environment using sound professional techniques and independent judgement within the parameters of the work assignments.