

Job identification

Job title:	Environment and Climate Coordinator
Department:	Planning and Development
Division:	Planning and Environment
Reports to (title):	Manager, Planning and Environment
Pay grade:	
No. of Staff Coordinated:	0

Purpose of position (briefly describe the job holder's overall role)

Reporting to the Manager, Planning and Lands, the incumbent contributes to the planning and development of, and implements and monitors various climate change, energy and environmental sustainability projects. This includes, but is not limited to, the research, development and implementation of climate change and environmental plans and policies. The Coordinator is responsible to support environmental programs that help the City of Yellowknife achieve its goals.

Main Responsibilities (4–6) and weighting in terms of the time spent on each responsibility.

Key Responsibilities	Weighting
1. Collects and Maintains Climate Change and Environmental Data Coordinates, tracks, researches and maintains various data collection points <ul style="list-style-type: none"> Contributes to the development of and tracks key performance indicators while undertaking the implementation of the City's Environment and Climate plans and policies Contributes to the development of and maintains a process for collecting climate and environment data for forecasting statistical analysis Monitors and tracks progress on sustainability projects through the City's work order tracking system Collaborates with other City divisions, departments and external stakeholders to gather necessary inputs and data 	
2. Researches and Develops Environment and Climate Policy Recommendations	

Key Responsibilities	Weighting
<p>Researches, develops and implements policies and projects that fall within the Environment and Climate portfolio</p> <ul style="list-style-type: none"> • Makes Environment and Climate policy recommendations to the Manager related to city-wide initiatives • Supports with the development of an annual “Environment and Climate Progress Report” to be submitted to Council, any additional reports as requested • Creates public education, outreach and communication initiatives and projects to build awareness of the City’s environmental sustainability initiatives. Continuing relationships with Ecology North, Yellowknife Farmer’s Market, and other groups to bring forward City initiatives • Participates in Committee or Council meetings as the City’s Environment and Climate representative, if required. The incumbent provides updates and any detail required on City projects that relate to the development of effective policies and plans • Researches various funding sources for projects • Supports and follows all City of Yellowknife Occupational Health and Safety policies and procedures • May be required to Act in the position of Manager, Planning and Environment in their absence 	
<p>3. Organization Support and Coordination</p> <p>Coordinates the efforts of City and its various divisions to support Environment and Climate initiatives and projects</p> <ul style="list-style-type: none"> • Coordinates report preparation and drafting with various City departments • Contributes to the development and implementation of operational and organizational changes in support of operational savings and the reduction of GHG emissions • Represents the City on various environmental and climate committee or council meetings, with agencies or other government groups related to environment and climate change initiatives • Coordinates efforts with the Sustainability & Solid Waste Management Division and other City Departments regarding waste/source reduction strategies for residential, commercial, multi-family and industrial entities • Coordinates efforts with the Land and Building Services Division and other City Departments regarding strategies for residential, commercial, multi-family and industrial entities • Coordinates updates on the departmental webpage 	
<p>4. Project Management Support</p> <p>Supports the Manager with budget tracking, RFPs and contract administration</p> <ul style="list-style-type: none"> • Monitors project timelines and various initiatives, providing regular updates to the Manager 	

Key Responsibilities	Weighting
<ul style="list-style-type: none"> Provides recommendations to Manager on capital planning budget process for their projects Prepares RFP or tender specifications and other documents as required Collaborates with procurement division staff when required on administration of contract agreements 	
5. All other duties as assigned	

Main decisions made in the position. State the main decisions (3–4) required by the job and their impact (on the organization, clients, revenue, reputation, etc.) in the short, medium and long-term.

1.	The majority of the work performed is within established guidelines and procedures. However, the ability to set priorities and work within strict deadlines is required
2.	Provides recommendations to the Manager which are potentially controversial and where public sensitivity is required
3.	Assessment and analysis of data; ensuring the accuracy and integrity of information provided for administrative purposes
4.	

Issues and challenges (2–3)—State the main issues and challenges (relational, political, organizational, cultural, etc.) encountered in this job.

1.	The ability to maintain confidentiality in all aspects of the position is of paramount importance. Errors could result in loss of time, goodwill and credibility in the division and for the City.
2.	Working with various levels of stakeholders can be challenging and require tact and political acuity.
3.	

Communication (internal and external). Briefly describe the job holder's involvement with respect to internal communication (senior management, committee and work group, etc.) and externally (national committee, representational duties, etc.).

Internal	External
Regularly engages with colleagues in the Planning and Development department and the Public Works and Engineering Department	Contacts involve the transfer of information to members of the public or individual organizations doing business with the City, including but not limited to citizens, developers, contractors, lawyers, appraisers, surveyor or other levels of government

Internal	External
Engagement with all other City Departments as projects require	

Academic requirements and minimum experience

Education	Experience (number of years)
University degree in environmental sciences, engineering, climate change or related field	A minimum of 3 years of experience related to municipal environmental projects, energy planning, climate change and other sustainable projects
A valid N.W.T. Class 5 Drivers license	

Qualifications

Qualifications (individual contributor) such as business acumen, creativity and innovation, team player, business development, initiative, etc.	Qualifications (management) such as team management, delegation, leadership, being strategic, influencer, etc.
Proficiency in MS Office suite including Excel, PowerPoint & Word	Has the ability to convey messages creatively and clearly both verbally and in writing
	Effective communicator, able to facilitate discussions amongst diverse work groups

Working conditions

Psychological (includes exposure to verbal abuse, travel that requires overnight stays away from home)

- The incumbent will be required to manage communications when topics are controversial or may be occasionally unpleasant
- Strain may come from the need to manage workload
- Occasional need to travel to external offices for meetings or community events

Physical (includes noise, dust, extreme temperatures, working in open areas, etc.)

- Work is typically performed in a climate-controlled office environment

- The incumbent has freedom to take breaks and move about the office freely and can multi-task and set their own work priorities

Other (including sensory attention and physical effort)

Employee's Signature

Date

Department Head's Authorization

Date

Human Resources' Authorization

Date

City Manager's Authorization

Date