

## Job Description

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<b>Job Title:</b>	Director Sustainability
<b>Department:</b>	Sustainability Office
<b>Reports To:</b>	President
<b>Jobs Reporting:</b>	Sustainability Engagement Coordinator
<b>Salary Grade:</b>	USG 14
<b>Effective Date:</b>	July 2020

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### **Primary Purpose**

This position functions as the University of Waterloo's chief sustainability officer, and is responsible for advancing campus sustainability entities and activities. The position will support planning and management of the University's sustainability commitments embedded within the University of Waterloo Strategic Plan, Policy 53: Environmental Sustainability, the Environmental Sustainability Strategy, and Waterloo's climate action plan, and related strategies as they arise, and build relationships to support implementation. The incumbent will provide support and guidance to the University of Waterloo's President's Advisory Committee on Environmental Sustainability by facilitating the development of and sharing of information regarding sustainability practices and curriculum. S/he will work to advance the University's sustainability reputation by communicating institutional achievements, drafting plans, recommending how to translate institutional goals into measurable objectives, conducting research related to these objectives, advising senior administration on relevant criteria during decision-making, and identifying areas for improving sustainability practices.

### **Key Accountabilities**

**Advance the strategic direction of campus-wide sustainability initiatives for the University of Waterloo, including:**

- Supporting the President's Advisory Committee on Environmental Sustainability through:
  - Providing research and directing effort across the institution in collaboration with multiple departments
  - Organizing meetings, conducting stakeholder engagement, taking notes, and ensuring there is follow up on action items
  - Managing funding requests and projects initiated through the Sustainability Action Fund
- Supporting accountability framework for sustainability objectives within the University of Waterloo's Strategic Plan.
- Providing strategic advice to senior administration and University leaders to support decision making using a sustainability lens
- Developing strong collaboration and coordination among initiative action owners, stakeholders, and decision-makers
- Forming meaningful partnerships to ensure mutual support with other institutional strategic initiatives that are intersectional with campus sustainability efforts

**Initiate and recommend institutional sustainability practices through, but not limited to:**

- Recommending how institutional sustainability practices can be improved by careful analysis of relevant data
- Supporting, where appropriate, academic support units on campus in implementation of sustainability practices and strategies

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- Supporting, where appropriate, academic departments in expanding curriculum related to sustainability
- Identifying and sharing, as appropriate, information related to opportunities for external grants, rebate programs or other means of funding campus sustainability activities
- Acting as a resource for students, faculty and staff interested in learning about sustainability 'best practices'
- Monitoring and advising on external changes to regulations, business practices, and stakeholder feedback relevant to campus sustainability
- Building active relationships among peer institutions to facilitate knowledge sharing and development of best-practices, including through local, national, and international networks

### **Maintain and continuously improve the evaluative framework used to monitor progress against institutional sustainability objectives**

- Drafting, communicating, and tracking progress of the University of Waterloo's Environmental Sustainability Strategy
- Collecting data and completing formal reporting documentation for the institution, including the annual University of Waterloo sustainability report and the accountability framework for sustainability-related objectives within the Strategic Plan
- Completing required third-party reports to Sustainable Waterloo Region, the annual Council of Ontario Universities Going Greener report, the Sustainability Tracking, Assessment, and Rating System, and others as required to fulfil existing and future institutional commitments
- Determining which additional surveys or information request to complete; completing and submission of surveys on behalf of the institution

### **Represent the University of Waterloo's sustainability efforts to external and internal audiences through, but not limited to:**

- Acting as a main contact person for campus projects/initiatives related to sustainability
- Partnering with University Relations and others to promote the University's sustainability efforts to the public
- Maintaining the University's sustainability website
- Liaising with and maintaining productive relationships with relevant stakeholders and sustainability professionals in the wider community, including governments, business, and civil society

### **Manage and supervise the activities of the Sustainability Office, including but not limited to:**

- Managing staff, volunteers, and/or students, when applicable
- Developing and monitoring the department's annual budget, and approving expenses

*\*All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

## **Required Qualifications**

### **Education**

- Master's degree required
- Education or training related to environmental science, studies, policy, or practice, or equivalent combination of education and experience

### **Experience**

- Minimum of five years of professional work experience in a related field

### **Knowledge/Skills/Abilities**

- Intermediate-level skills in Microsoft Excel (graphing, pivot tables, descriptive statistics), Word (report formatting) and PowerPoint
- Strong familiarity with relevant sustainability reporting frameworks and principles (i.e. Association for the Advancement of Sustainability in Higher Education (AASHE) STARS), greenhouse gas measurement and accounting frameworks, and design of sustainability reports
- Demonstrated experience with strategic planning and development of business plans and work plans
- Knowledge of local, provincial, and national sustainability networks
- Understanding of relevant legislation relating to sustainability, including but not limited to waste, energy, and greenhouse gas emissions, as they apply to post-secondary educational institutions
- Strong interpersonal skills, stakeholder engagement skills, and collaborative project design and implementation skills
- Active problem-solving skills and an ability to negotiate solutions in a complex organizational environment
- Experience with staff supervision
- Familiarity with curriculum development and design is an asset
- Basic experience with web content management software
- Demonstrated proficiency in communicating—both in writing and orally, including public speaking at a high level

### **Nature and Scope**

- **Contacts:** Internally, makes contact with personnel on campus to advance institutional objectives and evaluate progress (e.g. Food Services, Plant Operations, IAP, Housing, faculty in administrative roles, University Relations, etc.) Internally, presents, discusses information and problems with President's Advisory Committee on Environmental Sustainability co-chairs and members, Senate, Executive Council, and other relevant University committees, and Student Associations and clubs. Internally, collaborate, negotiate and advocate for approved projects with the Sustainability Advisory Committee co-chairs and members, as well as other institutional strategic priorities. Externally, makes contacts with partner or potential partner organizations to obtain, clarify and discuss information, including community stakeholders (e.g. Sustainable Waterloo Region, Council of Ontario Universities), counterparts at other universities and Local municipal staff (e.g. Region, City), and other business and government leaders. Externally, presents, discusses information and problems with the public at large.
- **Level of Responsibility:** Manage an institution-wide function or process that is specialized and multifaceted with up to two direct reports (in addition to supervising co-op/internship students). The job includes responsibility for coordinating volunteers who may be involved in various initiatives and coordinating pan-campus initiatives while building accountability for institution-wide goals and objectives.
- **Decision-Making Authority:** Makes decisions about details of events (time, location, etc.) subject to overall plans and budget. Responsible for implementing overall program plan within the confines of the University's strategic plan and budgetary constraints, and providing recommendations as appropriate on university decisions consistent with stated objectives.
- **Physical and Sensory Demands:** Minimal demands typical of an office environment. The position works collaboratively and independently, requiring good judgement and a robust work ethic with shifting priorities and under frequent time constraints.
- **Working Environment:** Minimal exposure to disagreeable conditions typical of an office environment. Regular working hours, some evening/weekend work required. Occasional travel required and physical risks typical of those associated with occasional business travel.