

Job Description

Job Title:	Director, Climate Resilient Infrastructure
Department:	Dean of Environment, Intact Centre on Climate Adaptation
Reports To:	Head, Intact Centre on Climate Adaptation (Intact Centre)
Jobs Reporting:	None
Salary Grade:	USG 13
Effective Date:	April 2021

Primary Purpose

The Director is responsible for development and application of national best practice in Climate Adaptation, relating to the use / adaptation of both built and natural infrastructure in Canada to reduce climate risk.

The Director will lead development of new national guidance in several key areas, including extreme heat risk reduction, flood and coastal erosion resilience and protection /restoration of natural infrastructure to reduce climate risk. The Director will additionally promote on-the-ground action under the Intact Centre's five key focus areas : (1) Flooding and Erosion - mobilizing flood-resilience for homes, new and existing communities, and commercial real estate; (2) Extreme Heat - adoption of the new extreme heat reduction best practices (3) Wildfire – supporting risk reduction collaboration with FireSmart Canada (4) Natural Infrastructure – promoting the economic business case for natural infrastructure conservation and restoration; and (5) Financial Markets - incorporating physical climate risk into institutional investing, credit rating assessments and securities disclosure.

To achieve the above direction, the Director is expected to work with senior leadership within businesses, governments (national, provincial and municipal), non-for-profit organizations, academic institutions; professional associations and capital markets across Canada, and internationally. Work will include engaging infrastructure design professionals (engineers, geoscientists, architects, urban planners), developers; homebuilders; commercial real estate owners and managers; and insurance, real estate and mortgage industry representatives. The Director will specifically ensure that the Intact Centre's work on climate adaptation is well-known in Quebec and be responsible for engaging francophone stakeholders, in French. The Director will liaise closely with the University of Waterloo based Intact Centre team and represent the Intact Centre on a range of professional committees, including the CSA Group's Natural Resources and Flood Technical Committees, and the Intersectorial Flood Network of Quebec's Scientific Committee.

Key Accountabilities

Strategy and Leadership

The Director will guide strategies to accelerate "on the ground" adoption of climate resilience and adaptation initiatives in Canada, relative to the 5 key focus areas outlined above. This will include, but is not limited to:

- Leading several of the Intact Centre's national strategies:
 - Practical action to reduce extreme heat risk in Canada.
 - Measures to enhance coastal resilience along the eastern and western coasts of Canada.
 - Mainstreaming long-term management of natural infrastructure to reduce climate risk.
- Developing a multi-year strategy and operational plan to maximize uptake of the Intact Centre's climate resilience and adaptation initiatives in Quebec
- Contributing to the Intact Centre's overall strategy, including long-term goals and identification of additional areas of research and development.
- Measuring, monitoring and reporting on the progress relative to the above-mentioned strategies (objectives, goals, and targets)
- Acting as a national thought leader in relation to implementing the strategies developed.
- Managing staff, including oversight of casual employees, students, and independent consultants, as hired

Job Description



- Developing innovative research proposals and communicating their value to senior government officials and business leaders in order to secure additional focus and funding.

Partnership Development

The Director will build relationships with senior leadership within businesses, governments (national, provincial and municipal), non-for-profit organizations, academic institutions; professional associations and capital markets across Canada, and internationally. Work will include engaging infrastructure design professionals (engineers, geoscientists, architects, urban planners), developers; homebuilders; commercial real estate owners and managers; and insurance, real estate and mortgage industry representatives.

The Director will also:

- Seek collaboration opportunities, including co-authoring op-eds and publications with other climate change thought leaders, in English and in French.
- Present to industry associations, business leaders and senior government officials on the business case for climate adaptation, raising the profile of the Intact Centre initiatives in Canada and internationally
- Promote climate adaptation through keynote delivery at conferences and through media outreach, in both English (e.g. CBC, CTV, Global News, Globe and Mail, National Post, etc.) and French (e.g. Radio-Canada, La Presse, Le Devoir, La Presse Canadienne).
- Be responsible for building strategic partnerships to encourage uptake of the Intact Centre's climate adaptation initiatives in Quebec
- Serve as the Intact Centre representative on professional committees, including the CSA Group's Natural Resources and Flood Technical Committees, and the Intersectorial Flood Network of Quebec's Scientific Committee, and seek additional opportunities to exert strategic influence.
- Develop international partnerships to share and develop best practice in Climate Adaptation e.g. United States, Europe (The Netherlands, United Kingdom, France) and New Zealand.

Program Management and Operations

The Director will manage operational and supervisory functions of the program (finance, legal, administrative, human resources, etc.) including, but not limited to the following:

- Overseeing program targets, project budgets, and reporting requirements, to internal and external stakeholders, as required
- Supervising program staff (including aspects of training and development, performance appraisals, and assigning job responsibilities) as hired
- Maintaining communications with the University of Waterloo based Intact Centre team and Faculty of Environment
- Contribute to applications to funding organizations to promote the uptake of the climate resilience and adaptation initiatives
- Ensure that projects are delivered on time, on budget, and to the satisfaction of funder's and supporting organizations
- Ensure that the funding is used effectively and appropriately
- Report to the Head of the Intact Centre, as required

Communication and Outreach

The Director will ensure a high profile for the Intact Centre and the program with government representatives, business leaders, and the general public. This profile will be achieved through the following:

- Establishing working relationships and securing endorsement for the climate resilience and adaptation initiatives from all levels of government, business leaders, key NGOs, academic thought leaders, etc.
- Timely communication with media (e.g., newspapers, magazines, radio, TV, and online publications), with guidance from the Media Relations team at the University of Waterloo
- Overseeing the development and growth of the program brand in a manner consistent with the direction from the Intact Centre's Advisory Committee, Faculty of Environment, and IC3/P4A
- Seeking and participating in speaking engagements to profile the Intact Centre's work, in consultation with Community Relations staff at the University of Waterloo, where appropriate
- Creating and maintaining a professional portfolio of marketing and communication materials to ensure the program is understood by target audiences

**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*

Job Description



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 <ul style="list-style-type: none">• Master's degree or higher
Experience <ul style="list-style-type: none">• Minimum 10 years work experience, including strategy development and partnership creation, specializing in operationalizing climate adaptation across government and industry sectors• Membership of a Professional Association relevant to Climate-Resilient Infrastructure (e.g. P.Eng., P.Geo. MCIP).• Facilitation and stakeholder consultation experience, including with senior-most business leaders, all levels of government and multi-disciplinary subject matter experts, related to climate adaptation• Proposal writing experience, developing compelling and timely business propositions, based on emerging industry trends and regulatory developments• Project management experience, leading and managing multi-year, national-scale projects• Demonstrated track record in thought leadership, identifying emerging trends and best practice, nationally and internationally, that can be used to accelerate Climate Adaptation.• Experience as a Chair or Committee Member on national and international committees related to climate change and/or ESG
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Extensive technical knowledge of current international and national best practice and standards in relation to climate adaptation and Climate-Resilient Infrastructure (built and natural infrastructure)• Excellent communication skills (oral, spoken and written),<ul style="list-style-type: none">○ Fluency in both English and French○ Ability to vulgarize complex ideas to produce "plain language", actionable guidance and tools.○ Media trained, with proven ability in public speaking and media relations.• Strong interpersonal skills<ul style="list-style-type: none">○ Ability to engage and influence senior-most business leaders and all levels of government and○ Ability to engage subject matter experts across multiple organizations and disciplines (who may hold divergent views)○ National and international-level networking skills○ Conflict management skills• Proposal writing - ability to prepare strong project funding proposals, including budget development, project scoping, team and activity planning• Project Management - ability to manage projects throughout their life-cycle - including scoping, design, reporting, contractor management, financial planning, and team leadership• Strong attention to detail and tenacious follow-up post meetings• Advanced proficiency using Microsoft Word, PowerPoint, Excel and remote working platforms

Nature and Scope

• **Contacts: External:** Builds and maintains relationships with senior leadership within businesses, governments (national, provincial, and municipal), non-for-profit organizations, academic institutions; professional associations and capital markets across Canada, and internationally. Engages infrastructure design professionals (engineers, geoscientists, architects, urban planners), developers; homebuilders; commercial real estate owners and managers; and insurance, real estate, and mortgage industry representatives. **Internal:** maintains relationships with Faculty of Environment, and IC3/P4A to align program mandates to strategic university priorities/coordinate on complementary programs/initiatives.

• **Level of Responsibility:** National responsibility for several strategic initiatives. Requires minimal supervision; provides guidance to others including oversight of contract, casual, and temporary staff, as well as student hires. Responsible for maintaining relationships with strategic partners, including funders, senior government, and business leaders.

Job Description



-
- **Decision-Making Authority:** Makes decisions on program strategy and operational planning, including project selection, timelines, budget allocation, and staffing requirements. Provides guidance to others. Makes decisions on external partnerships and communications.
 - **Physical and Sensory Demands:** Minimal.
 - **Working Environment:** Office environment; moderate travel required within Canada; regular working hours, with some evening and weekend work required. Job location – office within Intact Financial Corporation's head office, Montreal.