

Job Description

Job Title:	Sustainability Projects Manager
Department:	Sustainability Office
Reports To:	Director of Sustainability
Jobs Reporting:	None
Salary Grade:	USG 8
Effective Date:	July 2022

Primary Purpose

This position is responsible for coordinating the development and implementation of projects that advance campus sustainability within the context of the Environmental Sustainability Strategy and campus climate action plan. The position will support the Sustainability Office and other relevant departments in the implementation of sustainability initiatives such as policies, guidelines, capital projects, and program/service delivery, as well as maintenance of project and impact tracking assets. The position will also provide primary support for the Sustainability Living Lab framework, to link academic research and learning opportunities with tangible on-campus pilot, demonstration, and deployment projects.

Key Accountabilities

Project Development

- Lead efforts to conduct research on best practices, comparative examples, and baseline data for projects and initiatives related to all aspects of the Environmental Sustainability Strategy, including engagement, operational, and academic sustainability efforts.
- Develop business cases and justification documentation, including calculation of expected impact, relevant paybacks, lifecycle costing, and soft/qualitative benefits as relevant and following University guidelines
- Create project budgets and identify resource needs, as well as internal and external funding sources;
- Initiate project plans, risk assessments, and key milestones and timelines;
- Build partnerships and secure buy-in from relevant project stakeholders and key partners prior to project initiation;

Project and Action Management

- Support or lead implementation of projects and initiatives in areas related to the Environmental Sustainability Strategy, in close collaboration with campus partners and other members of the Sustainability Office; this could include but is not limited to procurement and installation of capital assets, delivery of specific programs and services, outreach and engagement support, and facilitating stakeholder input in design, planning, and implementation;
- Draft guidelines, processes, tools/templates, and other documentation that strengthens institutionalization of sustainability integration and/or consideration across various University practices;
- Draft and, with approval, submit grant applications to support project implementation;
- Provide expertise to and coordinate support for other departments who are initiating sustainability actions and initiatives;
- Create regular check-ins, tracking, and other systems and process to monitor project progress, deliverables, and timelines;

Job Description



- Document project outcomes, successes, and challenges, to support continuous improvement;

Sustainability Living Lab

- Continuously improve the Sustainability Living Lab framework to match practical campus sustainability challenges or opportunities with academic interests and expertise;
- Build and maintain effective partnerships with operational staff and faculty/instructors to identify and integrate meaningful SLL projects into class activities;
- Maintain the SLL website to display opportunities, projects, and results;
- Support management of SLL projects through tools, templates, and efficient processes;
- Assist student project teams in effective scoping of projects, coaching, and connecting to relevant operational partners;

Reporting

- Support the Sustainability Office's collection and curation of major data sets to include in annual reporting;
- Support Open Data formatting and deployment of relevant institutional data for integration in the Living Lab;
- Develop systems and processes to efficiently share reporting information in a timely manner with campus partners within the reporting cycle;

Support data analysis for institutional responses to third party reports and surveys;

**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

- Bachelor's Degree required. Education or training related to sustainability management, environmental education, or environmental science, policy, or practice.

Experience

- Minimum three years of professional work experience related to sustainability.
- Experience in a post-secondary academic setting is an asset.

Knowledge/Skills/Abilities

- Intermediate-level skills in Microsoft Excel (graphing, pivot tables, data models, descriptive statistics), Word (report formatting), PowerPoint (presentation design)
- Extensive project management skills using identified project management best practices
- Recognized project management credential (CAPM, PMP) is an asset
- Familiarity with database management approaches and best practices (Access, SharePoint)
- Excellent relationship-building skills demonstrated through developing, leading, and/or supporting collaborative partnerships
- Experience in collaborative project design and development
- Strong intrapersonal skills
- Excellent communication skills, both written and verbal
- Broad understanding of key sustainability topics relevant to a post-secondary institution, including climate change, water efficiency, waste management, transportation, sustainable procurement, and biodiversity/ecology

- Strong knowledge of sustainability planning and reporting frameworks and best practice within an institutional context
- Applied sustainability credential (EP, SEA/SEP) is an asset
- Experience supporting or coaching students and other stakeholders

Nature and Scope

- **Contacts:** Develops and maintains a wide variety of relationships with academic (faculty members, academic departments, research institutes, etc.) and operational (Plant Operations, Food Services, Housing, Parking, etc.) departments, as well as student and staff stakeholders. External: Develops and maintains relationships with peer university networks around sustainability, and relevant local community partners related to specific projects and initiatives
- **Level of Responsibility:** The position has specialized work and will be responsible to the Director for project success.
- **Decision-Making Authority:** Makes logistical recommendations on project proposals and implementation within the confines of the Sustainability Office and/or established project budgets, subject to approval by project partners and existing processes and aligned with the directions and objectives of the Environmental Sustainability Strategy.
- **Physical and Sensory Demands:** Minimal sensory and physical demands.
- **Working Environment:** Office environment with regularly scheduled working hours; occasional evening or weekend work may be required; limited travel