



Job Title: Sustainability & Climate Change Specialist

Job Opening: #42275

Business Unit: Office of the Deputy CAO

Division: Corporate Strategy and Community Sustainability

Location: Thorold, Ontario

Standard Hours: 35.00 / week, Temporary Full-Time (12 months)

Salary Range: \$ 83,550.00 - \$ 98,290.00

Close Date: 2025-01-19

About Us

Serving a diverse urban and rural population of more than 475,000, Niagara Region is focused on building a strong and prosperous Niagara. Working collaboratively with 12 local area municipalities and numerous community partners, the Region delivers a range of high-quality programs and services to support and advance the well-being of individuals, families and communities within its boundaries. Nestled between the great lakes of Erie and Ontario, the Niagara peninsula features some of Canada's most fertile agricultural land, the majesty of Niagara Falls and communities that are rich in both history and recreational and cultural opportunities. Niagara boasts dynamic modern cities, Canada's most developed wine industry, a temperate climate, extraordinary theatre, and some of Ontario's most breathtaking countryside. An international destination with easy access to its binational U.S. neighbour New York State, Niagara attracts over 14 million visitors annually, as well as a steady stream of new residents and businesses.

At Niagara Region, we value diversity - in background and experience. We are proud to be an equal opportunity employer. We aspire to hire and grow a workforce reflective of the diverse community we serve. By doing so, we can deliver better programs and services across Niagara.

Job Summary

Reporting to the Manager of Sustainable Communities, the Sustainability and Climate Change Specialist manages and leads internal and external climate change projects, programs, and engagement, driving Niagara Region's climate action forward. Responsibilities encompass managing cross-departmental efforts to implement climate projects and policies aligned with the Corporate Climate Change Action Plan, as well as researching, proposing, and implementing strategies, measures, and initiatives to mitigate climate change. This position collaborates with diverse interested parties to foster transparent communication, advocacy, strategic partnerships, funding collaboration, and regulatory compliance. This role also manages and leads external groups to advance climate change projects and initiatives within the region, playing an integral role in advancing Niagara Region's strategic priorities, environmental engagement, and investment approach.

Education

- Post-secondary degree in Environmental Science or Studies, Climate Change, Environmental Sustainability, Environmental Engineering, or an equivalent field of study.
- A master's degree or a specialized certificate in a related field is an asset.

Knowledge

- 5-7 years of experience in a similar role, preferably in a municipal setting.
- Knowledge of Federal, Provincial, and Municipal environmental legislation, programs, policies, and initiatives (e.g., climate change commitments, environmental and planning frameworks).
- Familiarity with Federation of Canadian Municipalities' (FCM) Green Municipal Fund (GMF) funding opportunities and application processes.
- Understanding of municipal environmental activities (e.g., water efficiency, waste management, energy efficiency, transportation, land conservation, community development) to identify and propose improvements.
- Expertise in environmental sustainability analysis and research techniques, especially in climate change adaptation and mitigation, and technical skills in executing related projects.
- Ability to identify emerging trends and strategies for climate change mitigation.
- Knowledge of principles and standards: low carbon actions, green building design, renewable energy systems, LEED, and Net-Zero programs.
- Proficiency in facilitation, engagement, and communication techniques, including leading workshops, fostering collaboration, guiding discussions, connecting with diverse audiences, and fostering positive relationships.

Responsibilities

Leads Internal and External Climate Change Plans, Strategy and Policy (40% of time)

- Leads the development and implementation of the Corporate Climate Change Action Plan (CCAP), including climate mitigation and/or adaptation programs, practices, and policies to achieve the Council-approved Corporate Net-Zero emissions target by 2050.
- Manages and coordinates the Partners for Climate Protection (PCP) program, as well as the corporate and community energy and greenhouse gas (GHG) emission reduction plans.
- Supports the development and implementation of energy/GHG reduction initiatives.
- Maintains and analyzes information/data required to report on policy and program activities.
- Works collaboratively within a team environment to lead the organization in identifying, measuring, and accurately reporting risks in response to evolving stakeholder expectations and environmental, climate, and GHG regulations.
- Prepares and issues Request for Proposal (RFPs) and completes the appropriate competitive process for retention of consulting services, providing information and direction to consultants during the process of submission, and life cycle of project.
- Manages projects by planning tasks, assigning responsibilities, monitoring progress, setting work priorities, identifying necessary tools and resources, and offering guidance to the project team.

- Manages and tracks budgets for which authority is delegated, ensuring support of Council's objectives, financial transparency, and accountability.
- Oversees the work of staff from the team assigned by the manager to support climate project tasks, ensuring alignment with project goals, clear guidance, progress tracking, and high-quality outcomes.

Leads the Management and Engagement with Internal and External Interested and Affected Parties (30% of time)

- Leads, plans, and implements the corporate and community climate change events.
- Leads the internal Corporate Climate Change Working Group (CCWG), consisting of representatives from all Region Departments, to accelerate and coordinate climate change work across the Region.
- Leads the external Niagara Climate Change Municipal Community of Practice (NCCMCP), while coordinating and facilitating relationships and partnerships with the Local Area Municipalities (LAMs) and the Niagara Peninsula Conservation Authority (NPCA).
- Manages and leads the external Niagara Climate Change Action Network (NCCAN) in partnership with Brock University, NPCA, and Niagara College, to support and accelerate data-driven climate change action, energy performance, and sustainable development in Niagara.
- Represents the climate change portfolio in various internal Region groups, including but not limited to, Keen on Green, Energy Working Group, Cross-Corporate Strategies.
- Acts as a consultant to internal staff on projects requiring a climate change perspective/lens, providing support and guidance, participating in workshops, reviewing documents, conducting research, offering technical advice, and assisting in the integration of sustainability practices into project plans.
- Researches, writes, and distributes the Climate Connect Newsletter for bi-weekly distribution to internal staff, all 12 municipalities, and the NPCA.
- Represents Niagara Region on the RPWCO Climate Change Sub-committee– an inter-municipal group created by the Regional Public Works Commissioners of Ontario (RPWCO).
- Works closely with Corporate Communications to develop promotional material for all climate change initiatives, events, and strategies.
- Prepares program specific external reporting and acts as liaison with program specific agencies.
- Identifies networking and participation opportunities for Council, the CAO, the Deputy CAO, and/or Corporate Leadership Team members.

Leads and Collaborates on Funding Process and Grant Management (10% of time)

- Collaborates with cross-departmental teams to assess project needs, align funding objectives, and develop compelling proposals that effectively communicate the organization's mission and impact.
- Represent the Department as the point of contact liaison with the Federation of Canadian Municipalities and the Green Municipal Fund regarding climate change funding opportunities.
- Conducts in-depth research to identify potential funding opportunities from diverse sources, including grants, foundations, government agencies, and corporate sponsors.
- Leads climate related grant application process, including proposal writing, budget development, and submission, ensuring compliance with funder requirements and deadlines.

- Provides regular updates and recommendations to manager regarding funding opportunities, challenges, and strategies to optimize fundraising efforts.

Research, Reporting and Analysis (10% of time)

- Monitors and analyzes trends and issues that are climate change, environmental sustainability or low carbon in nature and are of interest to the Region, the broader Niagara community, and/or key external stakeholders.
- Provides updates, developments, and trends in federal and provincial government climate change policy, legislation, and programs.
- Delivers analysis (i.e., memos/reports) of key documents such as government mandate letters, budgets, and policy papers etc. as they relate to climate change and Region programs, services, and infrastructure.
- Prepares comprehensive briefings/memos, reports and papers for presentations to senior management, committee, and Council on climate change issues and projects.
- Writes and creates reports, briefing documents and recommendations.
- Prepares presentations for programs, projects, and initiatives.

Supervises Co-op Student/Intern (10% of time)

- Conducts student interviews and makes hiring decisions, effectively identifying top talent, and contributing to the growth and development of the organization as identified in the People Plan.
- Supervises day-to-day activities of Climate Change Student/Intern to ensure completion of projects.
- Collaborates with student/Intern to develop and implement an individualized workplan to achieve Climate Change portfolio objectives and student/Intern's personal performance goals.
- Monitors the student/Intern's progress, assesses performance, attendance, and behavior regularly, and provides feedback.
- Facilitates communication and collaboration with the student/intern's educational institution to support academic success.
- Provides guidance and mentorship to the student/Intern, promoting a positive and inclusive environment that fosters academic and personal growth.

Perform other related duties and responsibilities as assigned or required.

Special Requirements

- Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values.

Closing Statement

Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges TODAY!

Let us know why you would be an excellent team member by submitting your online application at www.niagararegion.ca by May 10, 2025.

We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.