



Town of Essex Climate Change Analyst (up to 24 month contract)

The Town of Essex is currently seeking applications from qualified individuals for the position of Climate Change Analyst. This is a contract position (full-time/35 hrs per week) up to a maximum of 24 months.

The Town of Essex is located in southwestern Ontario, approximately 28 kilometres southeast of the City of Windsor. It is one of seven lower-tier municipalities in the County of Essex with borders extending from the hub of the county to Lake Erie. Essex includes two urban centres (Essex Centre and Harrow) and two hamlets (McGregor and Colchester). These unique communities are surrounded by a thriving wine and agriculture industry and boast a wide range of recreational facilities, an excellent school system, and affordable living options. The current population of the Town of Essex is 20,427 (Source: 2016 Census).

Position Summary

Reporting to the Director, Development Services, this position will focus on the planning and implementation of municipal climate change priorities. The primary responsibility will be developing a climate adaptation plan. This position will also contribute to the development and implementation of municipal operational and institutional changes that will lead to operational savings and reduced vulnerability to climate change impacts to produce long-term climate change impacts within the Town of Essex.

QUALIFICATIONS: The successful candidate will possess:

- University degree in a related discipline. Master in climate change considered an asset
- Minimum of three (3) years' demonstrated experience in sustainability, risk assessment, climate change mitigation and adaptation, the environment, energy management or any related issues. Municipal experience is considered an asset
- Knowledge of relevant Federal, Provincial and Regional environmental laws, regulations, standards and guidelines, including local, regional and national environmental trends, initiatives and developments
- Knowledge of legislation, policy and research techniques, as well as how to secure funding from external resources
- Demonstrate expertise in research, data management, policy analysis, policy development and reporting.
- Demonstrated knowledge and understanding of the principles of climate change mitigation and adaptation, energy efficiency, generation and distribution including renewable energy sources, district energy and integrated Community Energy Strategy (ICES)
- Understanding of the program development process and how to implement new initiatives (including planning, costing, team building, implementation of strategies, building in feedback and evaluation techniques)
- Organizational skill with high attention to detail and ability to meet deadlines
- Superior interpersonal skills including the ability to work efficiently in a team environment
- Excellent written and verbal communication skills
- Computer proficiency utilizing Microsoft Office Suite software and internet applications.
- Class "G" Driver's license in good standing and reliable vehicle to use on corporate business

The Town offers a competitive salary and benefits package. Salary is commensurate with experience and qualifications. A detailed job description is available on our website at www.essex.ca/jobs. To explore this opportunity further, we invite qualified candidates to forward their resume and covering letter no later than 4:00 p.m. on Wednesday, March 13, 2019 to:

Mail:
Manager, Human Resources
33 Talbot St. S.
Essex, ON, N8M1A8

Email:
hr@essex.ca

Fax:
(519)-776-8811

Personal information is collected under the authority of the Municipal Act, 2001, S.O. 2001 and will be used to determine eligibility for employment.

The Town of Essex is an Equal Opportunity Employer that is committed to inclusive, barrier-free recruitment and selection processes and will accommodate the needs of applicants under the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA). Accommodation may be provided in all parts of the hiring process.



Position Description

Position Title: Climate Change Analyst
Department: Planning
Division: Development Services
Reports To: Director, Development Services
Job Type: Fixed Term Contract (up to 24 months)

Summary:

Reporting to the Director, Development Services, this position will focus on the planning and implementation of municipal climate change priorities. The primary responsibility will be developing a climate adaptation plan. This position will also contribute to the development and implementation of municipal operational and institutional changes that will lead to operational savings and reduced vulnerability to climate change impacts to produce long-term climate change impacts within the Town of Essex.

Position Roles and Responsibilities:

- Providing vision, guidance and project leadership in the development, monitoring and implementation of a climate adaptation plan), and related environmental and corporate projects.
- Providing technical expertise, project management and guidance to staff, conducting related research, and assisting with program and policy development in areas of climate change and energy.
- Research and preparing of reports, correspondence, speeches and presentations for prospective community energy partners, client groups and internal management teams.
- Plan, coordinate and collaborate with internal and external stakeholders to implement climate change adaptation and mitigation programs, and air quality initiatives.
- Match existing projects and future opportunities with external funding sources.
- Develop strategy for and prepare fund applications – sometimes in collaboration with external parties.
- Coordinate information and act as a liaison, between various orders of government, municipal stakeholders and related organizations.
- Develop and implement public energy education and outreach programs focused on energy conservation, energy efficiency, reduction of greenhouse gas emissions and improved air quality.
- Educate Municipal employees on climate change and help develop internal programs for reducing emissions.

Working Conditions:

- 35 hours per week
- Manual dexterity required to operate computer
- Interacts with employees, management, general public, other government agencies, boards
- Competing priorities with low to medium control over individual priorities
- Regular interruptions
- Sitting, standing, walking
- Some travel will be required
- Evening meetings may be required

Skills and Qualifications:

- University degree in a related discipline. Master in climate change considered an asset.
- Minimum of three (3) years' demonstrated experience in sustainability, risk assessment, climate change mitigation and adaptation, the environment, energy management or any related issues. Municipal experience is considered an asset.
- Knowledge of relevant Federal, Provincial and Regional environmental laws, regulations, standards and guidelines, including local, regional and national environmental trends, initiatives and developments.

- Knowledge of legislation, policy and research techniques, as well as how to secure funding from external resources.
- Demonstrate expertise in research, data management, policy analysis, policy development and reporting.
- Demonstrated knowledge and understanding of the principles of climate change mitigation and adaptation, energy efficiency, generation and distribution including renewable energy sources, district energy and integrated Community Energy Strategy (ICES)
- Understanding of the program development process and how to implement new initiatives (including planning, costing, team building, implementation of strategies, building in feedback and evaluation techniques)
- Organizational skill with high attention to detail and ability to meet deadlines
- Superior interpersonal skills including the ability to work efficiently in a team environment
- Excellent written and verbal communication skills
- Computer proficiency utilizing Microsoft Office Suite software and internet applications.
- Class "G" Driver's license in good standing and reliable vehicle to use on corporate business