

Job Title	Sustainability & Adaptation Consultant
Reports to	Director Sustainable Energy & Adaptation
Department / Branch	Sustainable Energy & Adaptation
Job Number	1755
Jurisdiction	Out-of-Scope

Core Job Purpose

Responsible for advancing the objectives of the Energy & Sustainability Framework (ESF) and climate adaptation plan. Mandate includes providing expertise and leadership to the entire organization, delivering project management excellence, benefits realization, financial analysis, business analysis, and process improvement for initiatives within the Sustainable Energy & Adaptation Department.

1.0 Key Accountabilities

This section of the job description provides a summary of the job's core responsibilities. It may not include every task that is performed, and it does not provide an overview of "how" each duty is undertaken. Any additional duties undertaken within the scope of the job will be based on similar skills, effort, responsibility and working conditions. Employees are expected to perform all job tasks competently and with a focus on continuous improvement through the identification of opportunities. Through the City's performance management system, employees will work with their direct supervisor to set specific goals and objectives.

1.1. Strategic and Operational Planning

- Delivers the development, implementation and reporting of benefit realization for the 31 actions contained within the Seven Big Moves identified within the ESF.
- Delivers and supports the development, implementation and reporting of programs and practices, including the Climate Adaptation Plan
- Supports the operating model for delivering climate and adaptation initiatives for the organization as related to the ESF, including coordinating cross-functional collaborations, measuring core KPIs, capturing benefits realized, improving processes, defining fundamental team processes and resources
- Supports deliverables across multiple large-scale, high visibility strategic climate initiatives and workstreams
- Embodies, promotes and progresses climate mitigation and adaptation as a strong, vocal agent for change and client and/or end-user advocate
- Monitors how new mitigation and adaptation practices are being effectively implemented across the organization
- Responsible for managing assigned projects as well as implementing mitigation and adaptation initiatives
- Designs, maintains and promotes continuous improvement methods throughout the organization
- Implement standard systems and processes to measure and report continuous improvement efforts or create systems and processes where they do not exist.
- Participate in annual work planning to prioritize actions, inventory, and adaptation of the ESF to respond to changing conditions and opportunities, with a focus on actions related to climate adaptation and resiliency
- Support the development of effective models of collaboration across sectors and across Business Units and project teams
- Provides strategic direction toward ensuring that corporate actions are aligned with Council Priority Outcome Areas, Administrative Priorities, and the Planning & Development budget and business plan.

- Identifies and advances opportunities to improve understanding and awareness of climate change and adaptation with other City of Regina business units, Council and members of the public.
- Assists in the preparation of Annual progress reporting and other public documents
- Develops environmental policies, projects and programs to support community-wide climate action.
- Assists with the preparation of proposals, funding applications, tender documents, reports and price agreements for climate services.

1.2 Performance Measurement, Benchmarking and Reporting

- Ensures a strong accountability framework for the corporation through performance measurement planning, organizing, and coordinating integrated performance measurement strategies and tactics throughout the corporation including balanced scorecards, environmental scans, monitoring and reporting on priority initiatives, and developing, implementing and maintaining templates and tools including a common language for performance measurement.
- Monitors and reports on performance targets, and provides analysis and recommendations on areas where performance is not meeting targets
- Identifies operational risks, program/service reviews and develops recommendations and action plans
- Collaborate with Citizen Experience department on the development and implementation of research strategies including public surveys and focus groups

1.3. Stakeholder Relationship Management

- Participate in various corporate committees and initiatives to support development of integrated strategic approaches related to sustainability and adaptation and represent the City on external committees as required
- Facilitates the development of organizational capacity as it relates to sustainability and adaptation
- Provide ELT appropriate information, analysis and recommendations on the impact decisions have on sustainability and adaptation
- Develops and maintain relationships across the organization, ensuring superior customer service
- Collaborates with peers in other jurisdiction (especially other cities in Saskatchewan, but also benchmarking partners) to identify, best practice and opportunities to collaborate on climate related initiatives
- Collaborates with outside stakeholders (especially SaskPower, SaskEnergy and other energy related businesses) to identify, best practice and opportunities to collaborate on climate related initiatives

2. Knowledge

- Knowledge of practices related to planning, policy development, financial management, program development / evaluation, performance and risk management, project management, contract management, customer services and human resources
- Knowledge of issues, trends and challenges related to broad City-specific and broader municipal operations in the context of the team's core mandate
- Knowledge of leading program and project delivery practices, with proven results optimizing delivery practices and operational effectiveness
- Knowledge of leading practices in technologies in a diverse set of business functions

- Knowledge of organizational change management principles, methodologies, tools, and best practices

- Knowledge requirements must balance an understanding of ongoing operational effectiveness with the provision of leading / best practices for both programming/services as well as management practices (people, process, technology, finance, etc.)
- Knowledge of municipal acts, by-laws, policies and procedures.
- Knowledge of climate change mitigation and adaptation science, issues, policies, programs and plans and risks both locally and globally
- Knowledge of greenhouse gas measurement and methodologies, including the Partners for Climate Protection, Global Covenant of Mayors, Global Protocol for Community-Scale Greenhouse Gas Emissions (GPC) and City Disclosure Project protocol.
- Ability to conduct corporate and community greenhouse gas inventories, track progress on reduction targets and recommend actions for reductions.
- Knowledge of best management practices for environmental protection.
- Proficient with computers with strong working knowledge of word processing, spreadsheets, databases and environmental performance measuring and reporting.

3. Communications and Interpersonal Skills

- The Sustainability and Adaptation Consultant collaborates with other City leaders and employees to resolve business challenges where differences of opinion are common, and interpersonal skills related to consensus building, persuasion / influence, compromise, political acumen are required
- The Sustainability and Adaptation Consultant dives into new situations, learning about new knowledge domains quickly, and debates different approaches and points of view
- Overall, the role of the Sustainability and Adaptation Consultant requires a wide range of communication skills – formal presentation, negotiating, consensus building, and inspiring / building trust with others – recognizing that the skills are often required in challenging, complex interactions with one and/or many people where differences of opinion, disagreement or dissatisfaction exist
- Given that the Sustainability and Adaptation Consultant is often dealing with challenging situations – high profile, politically charged, high risk – communication and interpersonal skill requirements also include emotional intelligence such as empathy, attentiveness to nonverbal cues, managing the emotions of self and others, and building bonds / trust with others

4. Complexity of Problem Solving and Decisions

- Tenacious problem-solving with a propensity to persevere
- Problems and challenges are generally across multiple functions / departments and require consideration of longer-term scenario planning to assess cause and effect
- Problems / issues often stretch beyond the department, and through financial and other operational linkages require consideration of other City and partner programs, initiatives
- Creativity and innovation are required of this role for problem identification and solution development
- Problem solving includes consideration of a wide range of inputs and stakeholders from within the City and external to the organization

5. Impact of Actions and Decisions

- Impacts are at a corporate level; conducts, shares and promotes climate mitigation and adaptation practices and execution principles, analysis and awareness of public sector innovation, and collects and tracks corporate-wide benefits realization data for strategic reinvestment
- The position has a direct impact on the implementation of climate and adaptation initiatives
- Has direct impact on ensuring the corporate strategic planning cycles informs business plans in Divisions and provides analysis and advice to create alignment with the ESF

- The decisions of this job may directly impact all areas of the organization through advice and expert recommendations, although consequence of errors is mitigated by senior leadership

6. People Leadership and Development

- The position is expected to provide occasional on-the-job-training to others and requires the skills to build an environment of service excellence, best practices, and professionalism
- Leads projects and planning sessions to implement mitigation and adaptation initiatives
- This position must lead others through influencing, coaching, and mentoring
- This position must build and maintain relationships of trust both internally and externally

7. Physical, Visual, Auditory and Concentration Demands (PVAC)

- There are no unusual physical, visual, auditory and concentration demands associated with this role

8. Environmental Working Conditions

- The majority of the work is undertaken in City facilities. There is some requirement to conduct meetings offsite, typically in other

