

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

POSITION DESCRIPTION

POSITION: Sustainability Manager

GRID: 9

DEPARTMENT: Institutional Sustainability

REPORTS TO: Director, Institutional Sustainability

DATE: December 2018

POSITION SUMMARY:

This position provides leadership and direction related to implementation of BCIT's policy on economic, social and environmental sustainability.

KEY ACCOUNTABILITIES:

Institute Sustainability:

- Provides leadership in developing performance criteria for purposes of evaluating current systems and facilities capabilities or other technology according to principles of sustainability.
- Working with other BCIT departments, participates and/or leads project teams involving modifications to BCIT policies, processes, and procedures for the purpose of advancing Institute sustainability.
- In conjunction with the Director, Institute Sustainability, develops, reviews and analyzes new initiatives. Conducts viability assessments and project costing, ensuring that performance and policy standards are met.
- Works with management staff across BCIT schools and service departments to institutionalize the practice of sustainability through operational budgets and plans, performance assessments, processes, and procedures.
- Fosters collaboration across the Institute to identify and develop new initiatives such as pilot projects, programs, and events aimed at building Institute capacity for sustainability that leverages knowledge, skills, tools, equipment, and resources.
- Facilitates efforts of staff-led, volunteer initiatives and coordinates with existing initiatives in the identification and implementation of faculty-led initiatives to engage BCIT students in the greening of BCIT campuses.
- Interfaces with key internal and external stakeholders and responds to requests for information about Institute sustainability progress, status, and activities.
- Manages and updates publications, reports, and marketing and communications documents pertaining to Institute Sustainability. Ensures that processes are in place to refresh information on a regular basis.
- Reviews and approves reports, articles and publications to ensure that consistent and accurate messaging about the Institute is coordinated.
- Maintains active membership on behalf of the Institute in organizations and networks aimed at the advancement of sustainability in higher education. Represents BCIT in the Association for the Advancement of Sustainability in Higher Education (ASSHE).

- Represents BCIT at various internal and external meetings. May be required to participate on external committees and task forces and undertake other related projects as directed.

EcoCity Centre:

- Provides leadership in the development, continual evolution and implementation of the Ecocity Centre.
- Researches, develops and initiates opportunities for the Ecocity Centre to enable it to gain a competitive edge in all aspects of applied research and industry services collaborations related to the advancement of sustainable cities aligned with the International Ecocity Standards.
- Establishes an ongoing service-oriented relationship with industry clients to maximize revenue generation potential for the Ecocity Centre.
- Sources technical expertise for revenue-generating initiatives.
- Identifies and pursues external funding opportunities to support the Ecocity Centre, including initiatives that co-benefit Institute Sustainability, and works with the Foundation office, as needed, to manage donations and related activities.
- Coordinates faculty secondments from external organizations, including communications with external human resources (HR) and department managers, writing contract and/or letters of understanding, arranging payment and coordinating proper contracts i.e. Request to Use Non-Employee Services (RTUNES), approvals of Labour Relations (LR) and the Unions, etc.

Sustainability Operations and Measurement:

- Manages reporting staff, overseeing and participating in selection, coaching, mentoring, development, performance management and all other people-management practices.
- Designs, develops, and maintains related procedures that support efficiency and effectiveness of organizational objectives and goals and adherence to established standards and guidelines.
- Administers, monitors, assesses, forecasts, and ensures control of the operating unit's budgets.
- Develops, manages and monitors operating budgets relating to Institute Sustainability for both existing and/or new initiatives, including developing proposals with feasibility studies and preparation of recommendations and reports.
- Reviews and coordinates the administration of contracts and agreements including grants, international and affiliation agreements, industry services agreements, etc.
- Liaises with all levels of staff, other educational institutions and government agencies; provides assistance and advice on a wide range of issues within scope of responsibility.
- Ensures delivery of an exceptional level of satisfaction to the wide range of highly sophisticated complex, and extremely demanding stakeholders and clients including individual customers and government.

QUALIFICATIONS & REQUIREMENTS:

- Completion of a Master's degree in sustainability, business administration, engineering, environmental studies, natural resources management, community planning, or public administration.
- Completion of professional sustainability, corporate social responsibility, Leadership in Energy and Environmental Design (LEED), or similar training and professional accreditation would be an asset.
- Seven to ten years of current, relevant experience, preferably in a unionized work environment.
- An equivalent combination of education, training and experience may be considered.

- Advanced literacy in Microsoft Office applications, particularly in Excel.
- Demonstrated budget preparation and administration skills, coupled with strong financial reporting skills.
- Familiarity and knowledge of lifecycle assessment and a demonstrated interest in coupled with environmental stewardship.
- Must be able to identify ethical practices and energy and materials savings opportunities in purchasing processes.
- Demonstrated leadership, time management, project management, and organizational skills.
- Excellent interpersonal, written and oral communication skills.
- Excellent problem-solving, critical thinking, and creative skills.
- High degree of initiative, energy, and self-confidence combined with good judgement.
- Must be knowledgeable about provincial funding programs.
- Must have demonstrated project management experience, and policy development experience including experience in writing business cases, grant proposals, and detailed reports.

APPROVAL:

Director, Institutional Sustainability

Date