

Job Information

Job title	Sustainability Planner	Job Code SUSPLN	Pay Grade L
Title of immediate supervisor	Senior Sustainability Planner		
Department/Division	Corporate Services/ Sustainability		
Prepared by	N. Pallan		
Date Created	July 27, 2017	Revised date	Aug 6, 2024

Job Purpose

Supports the implementation and ongoing management and reporting of sustainability initiatives for a broad range of projects and programs that deliver on the Saanich Climate Plan goals and targets. Collaborates with a wide range of internal and external stakeholders, provides analysis and technical expertise on various climate projects; leads climate communications, engagement, monitoring and reporting; coordinates contractors/consultants and related budgets; and demonstrates project management, interpersonal and problem-solving skills.

Duties and Responsibilities

- Works collaboratively across all municipal departments and with external stakeholders to achieve Climate Plan goals and targets.
- Coordinates the monitoring and reporting of community-wide and corporate greenhouse gas (GHG) emissions inventories and delivery of the Annual Climate Plan Report Card.
- Supports and/or leads the administration, tracking, monitoring and reporting of multiple climate related programs.
- Undertakes research, data collection and analysis to provide advice and recommendations on best management practices and policy.
- Contributes to the annual Sustainability Division Workplan, identifying potential community-wide and corporate climate related programs and projects.
- Promotes participation in external programs and identifies, pursues and/or supports funding and grant opportunities for the organization.
- Works with the Communications Division to support, develop and deliver communications and outreach strategies for various climate related programs and projects.
- Coordinates the day-to-day work of contractors/consultants.
- Represents the Municipality and provides presentations at meetings, Open Houses, workshops, conferences and technical working groups.
- Supports updates to the Climate Plan.
- Responds to public inquiries and complaints in both verbal and written form.
- Performs other related duties as required.

Qualifications

- Grade 12 and university degree in sustainability, planning, environmental studies, engineering, resource management or related degree.
- Two years of relevant experience in planning and implementing environmental, sustainability and/or corporate strategic initiatives.
- An equivalent combination of education and experience may be considered.
- A valid BC Class 5 Driver's Licence is preferred.

Physical Requirements

No physical activity required.

Working Conditions

Works in an office environment.