**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Sustainability Coordinator

**Job Number:** A-180

**NOC:** 4161

**Band:** 9

**Department:** Physical Resources Department

**Supervisor Title:** Manager, Administration (PRD)

**Last Reviewed:** August 26, 2015

**Job Purpose**

Trent University is known for its commitment to the natural environment. Its location embraces the relationship between education and the natural setting on the Otonabee River. The University strives to promote and support a culture of environmental sustainability. The Sustainability Co-ordinator will develop and implement a sustainability strategy and environmental management system and programs and will work in collaboration with faculty, staff, students and University committees, in particular the Environmental Advisory Board (EAB), to incorporate new ways of thinking, planning and acting. To that end the Sustainability Co-ordinator will define, develop and implement approved strategies to influence change in the mind-sets of individuals and groups with differing objectives. The Sustainability Coordinator will guide the University’s sustainability strategy and provide the day-to-day leadership in implementing effective environmental initiatives.

**Key Activities**

1. Work in collaboration with, and be a resource to, University stakeholders to develop, implement and manage the University’s sustainability and environmental strategy.
2. Develop, implement, administer, document and communicate campus-wide programs that promote sustainability (water and energy conservation, recycling, waste reduction, transit use and naturalization).
3. Develop measurable data, monitor and report on program performance to administration, faculty, staff, students and other interested stakeholders that celebrates achievements, targets areas for improvement and identifies new areas of focus.
4. Investigate comparative ‘benchmark’ performance standards for resource and material (e.g.: electricity, water, paper) usage for all University buildings. Once established, use these performance metrics for Ontario and Canada-wide post-secondary educational institutional comparisons.
5. Take leadership in researching the latest advancements and standards in sustainability issues. Make recommendations to the EAB and senior administration regarding the adoption of emerging practices and standards. These might include, for example, the Talloire’s Declaration, The Tuft’s Climate Initiative, ISO 14001 (Environmental Management System), LEED building standards, etc.
6. Work with the Physical Resources Department and university consultants regarding integration of “green” design principles, whenever possible, into new construction and renovations, including the aims and principles of LEED building certification. Act as a resource to PRD Project Managers during construction to track LEED and liaise with consultants.
7. Develop means and approaches for regular communication and promotion of campus sustainability (e.g.: through presentations, web site, newsletters, media, and any other creative communication). Work with the University’s Communications Office to reach internal and external audiences.
8. Co-ordinate public outreach and partnerships with community and related environmental groups (e.g.: the PUC, the City of Peterborough, Peterborough Green Up).
9. Identify available funding sources for sustainability or environmental projects from public and/or private sources. This will involve the preparation and presentation of proposals and budgets for specific projects.
10. Be a member of the University’s Environmental Advisory Board and a resource for the Facilities & Grounds Committee.
11. Develop individuals and departmental self-audits and devise/train an appropriate response to become more environmentally responsible through the establishment of a staff engagement program.
12. Work with faculty and departments to link academic programs, teaching and research with sustainable initiatives. Act as a resource to faculty and students for sustainability related courses and projects.
13. Act as an advisor to the University’s Risk Management Office and other departments regarding institutional compliance with environmental regulations and conformance with relevant environmental standards.
14. Act as project coordinator for projects related to sustainability (such as lighting retrofits) including writing RFPs, developing scoring criteria, acting as the site contact for contractor and verifying work.
15. Produces reports and plans on sustainability activities including Trent’s contribution to the COU’s Going Greener Annual Report, annual reporting to Stewardship Ontario (Waste Diversion Act, 2002), Green Cleaning, Exterior Maintenance and compost processing.
16. Drafts, prepares data and updates the Energy Conservation and Demand Management Plan for the University as required by Ont. Reg. 397/11 (Green Energy Act). This reporting includes preparing utility consumption data annually. The Sustainability Coordinator drafts multi-year energy reduction targets based on planned initiatives and updates to this plan will include calculated or actual energy savings annually.
17. Facilitates waste audits and reporting for the University as required by Ont. Reg. 102/94 (Environmental Protection Act).
18. Perform administrative duties as necessary, such as manage a budget and clerical duties, when required.
19. Perform other related duties as assigned.

**Education**

General University Degree (3 year) in Environmental Studies.

**Experience Required**

* Previous experience in coordinating environmental initiatives; LEED AP certification an asset.
* Excellent verbal and written communication skills required.
* Proven facilitation and public speaking skills.
* Demonstrated ability to interact professionally and effectively with internal and external stakeholders.
* Must be fully competent in the Microsoft Office suite of programs (Work, Excel, PowerPoint, and Access).
* Previous website development an asset.
* Proven track record in the statistical analysis and presentation of energy/water consumption data would be an asset.
* Demonstrated knowledge of marketing strategies and excellent marketing skills required.
* Demonstrated ability to work with and supervise volunteers.
* Demonstrated skills in, and commitment to, customer service and continuous improvement.
* Detail oriented, well-organized, focused and goal oriented, with both initiative and energy.
* Must be able to lift and carry up to 40 lbs.
* Occasional evening and weekend work required.

**Responsibility for the Work of Others**

Direct Responsibility

None

Indirect Responsibility

* Recruits, motivates, trains and coordinates student and non-student volunteers.
* Coordinates, schedules and verifies work of external contractors performing sustainability related projects (i.e. lighting retrofits)

**Communication**

Internal Contacts:

* University community (faculty, staff, students): Acts as resource person for the entire University on sustainable information and initiatives by responding to extensive enquiries by email, telephone and in person.
* Environmental Advisory Board (faculty/students/staff): Sits as the sustainability subject matter expert as a member of the EAB
* Works with Faculty and Students in the Environmental Resource Studies program: providing information and data to assist with student projects.
* New Students in Residence: Presents on sustainability at Trent for new students, produces documentation for Residences on sustainability practices at Trent.

External Contacts:

* General Public: Providing information on sustainability at Trent
* Contractors, Architects and Engineers: sharing information, coordination of site visits, coordinating retrofits
* Suppliers: Gathering information on new materials available
* Media: Occasionally being interviewed by media for both television and print; supplying information
* Government Offices: supplying information

**Motor/ Sensory Skills**

* Fine Motor Skills: Data entry input and accuracy checking regarding utilities spreadsheets, requiring accuracy and concentration

**Effort**

*Indicate the physical and/or mental demands of the position in the ordinary course of performing the role. Examples include but are not limited to: lifting, moving, carrying, pushing/pulling, reaching, kneeling, remaining motionless, sustained concentration or focus. Provide a brief description of the tasks performed that are physically and/or mentally demanding.*

Mental Effort

* Sustained Concentration: When preparing reports, verifying utilities consumption data but activity often interrupted by internal staff, contractors, and suppliers due to open office area. Also required to shift between various fields of practice such as from analysis of data to reading legislation, to working with students or volunteers.

Physical Effort

* Up/down ladders - Occasionally, for access to roof spaces for example.
* Long periods of standing or sitting - Occasionally when participating in events such as Convocation, NSO; when performing a waste audit.
* Carrying display or other materials - Occasionally, carrying display materials, bins, etc. for reasons same as above.

**Working Conditions**

*Indicate any physical and psychological conditions of the position that make the job unpleasant, disagreeable and/or hazardous to health and well-being. Describe the nature, frequency and duration of exposure.*

Psychological

* Open office space/Lack of Privacy - In an open office setting that provides no privacy, difficult conditions to concentrate on data or report writing when the office is noisy, providing constant interruptions.
* Noisy/dusty/potentially hazardous - Periodically spends some time in mechanical rooms or on rooftops; requires personal protective equipment such as work boots and ear protection.

Physical

* Muscle strain - Working on computer causes back and eyestrain, especially when analyzing data for hours