

Specialist - Sustainability

Job Description

1. Job Details			
Position Title	Specialist - Sustainability	Job Code	
Reports to	Ass. Manager - Sustainability	Job Band	Professional / Specialist
Department	General Services	Job Grade	9
2. Job Objective			
<p>To support the sustainability division of the General Services Department, support the division in achieving sustainability goals, developing performance metrics, and helping to refine long-range plans for sustainability and help aligning College campuses planning, projects, and operations with HCT strategic goals. To coordinate with the administrators, faculty, students, and staff to identify, develop, implement, and promote collaborative strategies that advance HCT's core values and strategic sustainability related priorities.</p>			
3. Main Responsibilities			
Strategic			
Think beyond short term objectives to consider the broader vision and strategic goals of HCT related to sustainability.			
Support in cascading the overall functional strategy into operational goals.			
Support in creating and developing HCT's short- and long-term sustainability operating plan taking in the consideration SDGs.			
Support in facilitating the achievement of strategic objectives by allocating resources and focusing the efforts of the team.			
Operational			
Provide support to the HCT Sustainability Steering Committee in regard to data gathering, assisting in projects report compilation and measurement, managing discrete communications and engagement projects, facilitating the internal training program and working with internal and external HCT stakeholders on project deliverables.			
Support in creating and developing HCT's short and long term sustainability operating plan taking in the consideration SDGs.			
Support in developing HCT's Sustainability Management System and maintaining any relevant certifications.			
Research on regulatory compliance requirements that impact HCT's operations.			
Support in drafting and planning social responsibility initiatives.			
Monitor and evaluate the effectiveness of sustainability projects & programs, and when needed, recommending changes to close strategic gaps.			
Partner with vendors that are committed to furthering green initiatives.			
Research ways to incorporate recycled materials into HCT's activities.			
Research ways that HCT can reduce its carbon footprint.			
Participate in evaluate the energy use and determine the ways that green energy sources, such as solar power, can help facilities be more environmentally friendly.			
Develop communication materials for HCT community regarding HCT's sustainability goals.			
Support in Organizing HCT-wide environmental volunteer activities.			

Disclaimer: Job descriptions are not exhaustive and the job holder may be required to undertake duties which are in line with but not limited to the above responsibilities

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Assist in tracking and maintaining HCT sustainability reporting based on STARS (internal & external).

Support in preparing annual greenhouse gas emissions inventory, carbon footprint, and annual sustainability reports.

Support in managing and facilitating sustainability initiatives in College operations by providing information and assistance to College administration, Facilities services, information technology services, and other departments and programs.

Support campus life engagement in sustainability programs including orientation, community advisors; Promote sustainability and educational collaborations with the Student services office in the College.

4. Qualifications

- A Diploma / Bachelor's degree either in a sustainability or built environment subject.
- LEED Green Associate or equivalent accreditation is preferable.
- Excellent communication skills including writing, public speaking, and computing skills;
- Knowledge of sustainability theories and best practices, local, national, and global sustainability and environmental initiatives;

5. Experience

- 2-5 years' experience working in the built environment industry / sustainability sector.
- Significant experience in at least one of waste and resources or embodied carbon.
- Strong understanding of corporate sustainability and a good technical understanding of sustainability in the built environment.
- Trained in qualitative, quantitative and digital research methods.
- An interest or understanding in system change / business transformation. Demonstrated record of personal accomplishments executing sustainability initiatives.
- Strong working knowledge of Microsoft Office products including Excel, PowerPoint, and other presentation software.

6. Key Performance Indicators (KPIs)

Refer to HCT's performance management framework for job-specific KPIs.

7. Competencies (F-Foundation; B-Basic; I-Intermediate; A-Advanced; M-Mastery)

Technical	Level				
	F	B	I	A	M
Project Management			√		
Report Analysis			√		
Report Writing, Editing and Proof Reading			√		
Microsoft Office – Suite			√		
Behavioral	Level				
	F	B	I	A	M
Productive Communication			√		
Innovation and Creativity			√		
Teamwork and Collaboration			√		
Excellence Orientation			√		
Customer-Focus			√		

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Analytical Problem Solving			√		
Adaptability			√		

(Job Incumbent)

Name: _____

Signed: _____

Date: _____

Note: Please initialize each page

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