

JOB DESCRIPTION

TITLE: Sustainability manager
POSITION NUMBER: 102373
LEVEL: 10
SERVICE: Physical Resources Service
JOB REPORT TO: Assistant Director (101228)
Engineering, energy and quality assurance
DATE: January 2008

JOB SUMMARY

Reporting to Assistant director, Engineering, energy and quality assurance, the sustainability manager is responsible for campus sustainability issues. The incumbent will provide input and make recommendations on environmental issues, including: student liaison, communication strategies and outreach efforts, transportation demand management (TDM) strategies, energy and water management, waste and recycling, natural areas' management, inventory and restoration of natural areas, and various sustainability aspects of campus planning and renovation projects. The incumbent will also provide input and recommendations on social issues, including student and employee health and wellbeing, community involvement and cohesion, research partnership development and on-going sustainability training.

In response to the Vision 2010 document, the sustainability manager works with various stakeholders to develop, implement and improve environmental and social sustainability practices or initiatives.

MAJOR RESPONSIBILITIES

1. Undertake the Campus Sustainability Assessment Framework (CSAF) for the University of Ottawa including the measurement of indicators, the internalization of the indicators and the creation of additional indicators unique to the University of Ottawa in order to clearly demonstrate the University's level of sustainability, identify areas of concern and determine progress.
2. Develop an interactive website for campus sustainability to disseminate information about sustainable practices to students and staff and to highlight the University's progress and accomplishments, as well as recruit volunteers to work on campus sustainability initiatives.
3. Integrate the University of Ottawa to existing sustainability networks in order to demonstrate the University's interest in sustainability, as well as establishing links to potential partners within the community.
4. Initiate a communication strategy focused on increasing awareness on and off campus of ongoing sustainable initiatives.
5. Recommend and participate in waste reduction, recycling, composting, energy and water management strategies, TDM initiatives, space management issues on campus, and in the design or renovation of campus facilities to ensure the inclusion of sustainability features.
6. Represent the University on various environmental committees or groups within the capital region, as required.
7. Identify, and where appropriate, apply for funding from outside agencies for specific capital projects and retrofits.

8. Create an Annual Campus Sustainability Report to highlight the activities of the coordinator, the program as well as the University, and comment on possible areas for improvement and opportunities to move forward.
9. Evaluate, recommend and implement improvements to various sustainability programs on campus.
10. Concentrate on taking a creative, dynamic and solution-oriented approach to problem solving.

AUTHORITY AND CONSULTING (20%)

1. Perform public relations interviews and media outreach in sustainability area.
2. Perform audits and provide recommendations on best practices.
3. Perform triple bottom line analysis on issues of interest.

STUDENT ACTIVITIES (40%)

1. Research work with Student Federation Executive and research officer to develop viable opportunities that warrant further development.
2. Influence Frosh week activities to include more sustainable practices.
3. Attend student environmental/social Justice conferences as a presenter.
4. Plan and organize conferences with environmental sustainability theme.
5. Plan and execute student outreach initiatives.
6. Recruit faculty and students for the experiential learning program at SASS.
7. Prepare and deliver class presentations for different faculties.

WASTE MANAGEMENT (30%)

1. Enlist and manage student volunteers to audit and write reports on potential new waste management programs.
2. Develop final annual report for Ontario's Stewardship Program.
3. Evaluate universities compliance with Ontario's Waste Regulations.
4. Develop and update campus waste management master plan.
5. Review Policies relating to campus waste disposal, diversion and reduction.
6. Build relationships with academics with common interests to enable the slight change to key academic courses which will permit student driven waste management functions to be carried out for partial course credits.
7. Identify new opportunities for special waste such as batteries, construction, and electronics.
8. Develop pilot projects to a point where they can be transferred to appropriate department within Physical Resources Service.
9. Facilitate re-use of waste through community outreach whereby useful material is delivered to charities such as Habitat for Humanity, The Mission, Shepherds of Good Hope, Food Bank, etc.

COMMITTEES (10%)

1. Participates on following committees:
 - o Sustainable development advisory committee to VP Resources
 - o Communications Network committee under VP Relations
 - o Ethical Purchasing committee under AVP Finance
 - o Bicycle User Group
 - o Office of Risk management
 - o Community kitchen
 - o Green Residences committee
 - o Various Conference planning committees.

STATISTICS

- Number of buildings.....123
- Campus area.....500 000 m²
- Land area.....71,5 acres
- Volume of solid waste.....1 200 tonnes
- Volume of recycling.....600 tonnes
- Participates on following committees:
 - o Sustainable development advisory committee to VP Resources
 - o Communications network committee under VP Relations
 - o Ethical purchasing committee under AVP Finance
 - o Bicycle user group
 - o Office of risk management

ESSENTIAL QUALIFICATIONS

1. Undergraduate degree, preferably in Environmental science, Environmental technology, and/or Environmental engineering and two to five years of related experience.
2. A sound knowledge of environmental issues is required, together with some experience in developing and delivering Education/Communication programs.
3. Strong computer and technical abilities including: word processing, database management, e-mails and web-based communications are also required.
4. Report writing and reading comprehension skills applicable to specialized technical documents, reports, proposals, research papers and grant application are essential.
5. Ability to work with, understand, communicate effectively with, and facilitate meetings with a diverse set of people including students, Union employees, administrators, faculty, the President and Vice-President offices and the surrounding community.
6. Creative, dynamic and solution-oriented approach to problem solving.
7. Demonstrated understanding of, and experience working with, each of the sustainability theme areas described above.
8. Management and team building experience.
9. Ability to work well in a team environment as well as being self-directed and motivated.

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SIGNATURE:

Incumbent

Date

Pierre de Gagné, Assistant Director

Date

Claudio Brun del Re, Interim Director

Date