

Position: Climate Change Officer and Field Specialist
Municipality: Municipality of the District of Digby
Department: Renewable Energy and Climate Change
Languages: English (French is an asset)
Term: Depending on funding: 24-month contract

Major Purpose

Reporting to Climate Change Coordinator for the Municipality of the District of Digby, the **Climate Change Officer and Field Specialist** will focus on the planning and implementation of municipal climate change priorities. The primary responsibility will be working on updating and implementing specific action items from our collective MCCAP (Municipal Climate Change Adaptation Plans). This includes updating our GHG emissions reduction plans.

Additionally, the **Climate Change Officer and Field Specialist** will contribute to the development and implementation of municipal operational and institutional changes that will lead to operational savings and reduced vulnerability to climate change impacts. This individual will also focus on the implementation of municipal climate change mitigation or adaptation priorities identified in the climate mitigation/adaptation plan.

The **Climate Change Officer and Field Specialist** may also be responsible for broader capacity-building and knowledge-sharing activities and deliverables, as required.

Key Responsibilities

1. Under the direction of Climate Change Coordinator, and in conjunction with other municipal departments or external consultants, update the GHG emissions reductions plan for the municipality of Digby along with the Town of Annapolis Royal and The Town of Digby. This will include the following tasks:

- Prepare for the planning process, including educating municipal employees and council on climate change issues.
- Create a vision for the planning process.
- Assess the current situation (e.g. create a GHG inventory, assess the vulnerability of infrastructure to climate change impacts, etc.).
- Develop the action plan.
- Develop the measurement and monitoring protocols.
- Obtain council approvals.
- Implement the measurement and monitoring protocols.

2. Develop and promote the adoption of municipal operational and institutional changes that will ensure climate change over longer term for the municipality.

- Research, propose, and implement operational and institutional changes required to implement recommendations from the climate action plan and ensure long-term impacts for the municipality (e.g. putting together a climate change steering committee).

3. Conduct research and analysis for the purpose of implementing municipal climate change initiatives.

- Assist with or lead public education programs.
- Help with the following:
 - Prepare a GHG inventory
 - Organize stakeholder consultations

Coordinate policy research

Develop technical plans or specifications to implement a capital project.

4. In conjunction with other municipal departments, ensure that the municipality:

- Completes a self-assessment of the municipality's performance and progress using the [*Select one of the following: "[Climate Adaptation Maturity Scale](#)"*] at the beginning and end of the grant period.
- Prepares and submits a project progress report (after 12 months) and a project completion report (after 24 months). [
- Requests disbursements from FCM at periodic intervals (after contract signature, 12 months, and 24 months).

Education

- University degree in engineering, environmental science, environmental studies, geography, urban planning or equivalent.

Knowledge, skills, and experience

- Strong knowledge and experience in the areas of: GHG emissions reductions, climate change adaptation, sustainable development, asset management.
- Demonstrated understanding of climate change issues and sustainable development within the context of municipal government.
- Strong research and analytical skills (e.g. ability to conduct rigorous research, summarize findings, and present recommendations).
- Ability to conceptualize.
- Excellent writing and communications skills (e.g. ability to write succinct reports and prepare communications materials).
- Experience with GHG software and conducting GHG inventories for an organization would be beneficial
- Good knowledge of computer tools.
- Strong ability to multi-task, with attention to detail.
- Understanding of the program development process and how to implement new initiatives, including planning, costing, team building, implementation strategies, and building in feedback and evaluation techniques.

Please submit your resume and your cover letter to 12548 Highway #217, Seabrook, NS. B0V 1A0 tthibodeau@municipality.digby.ns.ca The deadline for applications is June 28 2019.