

# Position Description

<b>Position Title:</b>	Climate Action Planning Coordinator
<b>Department:</b>	Planning and Land Development
<b>Last Updated:</b>	January 2024
<b>Classification:</b>	PT2
<b># Direct Reports:</b>	0

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## Summary

The Climate Action Coordinator supports the development of a climate action plan and corporate climate action strategy by collecting and analyzing a variety of data related to climate action best practices, providing recommendations to advance the City's climate action priorities, drafting reports to management and council, and monitoring and maintaining current climate action initiatives and reporting requirements.

## Key Duties & Accountabilities

- Conducts research and analysis of Langford's current climate action policies and targets in relation to community best practices to recommend options to the Senior Planner and Director of Planning to develop a climate action plan and corporate climate action strategy
- Assists with drafting Request for Proposals for any consulting work required to support the development of the climate action plan and corporate climate action strategy
- Researches the costs, benefits, and resources required to phase in the adoption of the Zero Carbon Step Code and higher levels of the Energy Step Code
- Identifies opportunities for grants or external funding sources to support the planning and implementation of climate action initiatives and may prepare grant applications as required
- Works collaboratively with various City departments to identify climate-related risk and appropriate adaption or mitigation strategies
- Monitors climate action initiatives including the Provincial Local Government Climate Action Program and the City's Low Carbon Concrete Policy and submits reporting as required
- Drafts comprehensive presentations and reports as required
- Attends and may coordinate public and community partner engagement events as required
- May be requested to work outside office hours, including in support of local emergencies
- Perform other related duties as required

## Qualifications

- Post-secondary degree in Sustainability, Resource Management, Urban Planning or related discipline, plus 3 to 5 years of related working experience in climate action and sustainability initiatives within the context of municipal government (or an equivalent combination of education and experience)
- Valid BC Driver's License
- Knowledge of current regulatory framework for climate action and energy management specifically as it relates to local government
- Knowledge and understanding of strategies to significantly reduce energy and GHG consumption within medium sized public sector organizations
- Knowledge of greenhouse gas measurement, reporting and verification
- Energy modelling experience would be considered an asset

- Experience in writing successful grant applications to senior levels of government and/or NGOs is considered an asset
- Strong research, analytical, database, and technical skills
- Excellent organizational skills and ability to work accurately and effectively to ambitious deadlines
- Results-oriented, energetic team player, who is able to collaborate effectively with diverse groups of professionals and across multiple disciplines
- Proficiency in using a personal computer and a variety of software programs
- A commitment to continuous improvement and life-long learning
- A team player with a strong work ethic
- A sense of humour, with the ability to take your work seriously, but not yourself