

Climate Change Staff Grants: Job description template

[Note: Items highlighted in yellow are to be filled out based on your organization's specific needs]

Position: [Select one of the following: "Climate Change Coordinator", "Climate Change Officer" or "Climate Change Specialist"]

Municipality: [insert name of municipality (or name of lead municipality in the case of this is shared position)]

Department: [Specify department]

Classification: [Specify level]

Languages: [Select one of the following: "English (French is an asset)", "French (English is an asset)" or "English and French"]

Term: 24-month contract [Note: the term of the contract may be less than 24 months, depending on when your municipality applied for MCIP funding]

Major Purpose

Reporting to [insert title of supervisor], the [insert position title] will focus on the planning and implementation of municipal climate change priorities. The primary responsibility will be working on the [select one of the following: "development" or "update"] and implementation of the municipality's [select "GHG emissions reductions" or "climate adaptation"] plan.

Additionally, the [insert position title] will contribute to the development and implementation of municipal operational and institutional changes that will lead to operational savings and [select one of the following: "the reduction of GHG emissions" or "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 [insert position title] may also be responsible for broader capacity-building and knowledge-sharing activities and deliverables, as required.

Key Responsibilities

1. Under the direction of [insert title of supervisor], and in conjunction with other municipal departments or external consultants, [select one of the following: "development" or "update"] the [select one of the following: "GHG emissions reductions" or "climate adaptation"] plan for the municipality of [insert name of municipality (or names of relevant municipalities in the case of this being a shared position)]. This will include the following tasks: [Select all that apply from the list below]

- 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 [select one of the following: “GHG emissions reductions” or “climate adaptation”] over longer term for the municipality.
- Research, propose, and implement operational and institutional changes required to implement recommendations from the [select one of the following: “GHG emissions reductions” or “climate adaptation”] 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 [select one of the following: “GHG emissions reductions” or “climate adaptation”] initiatives.
- Assist with or lead public education programs.
 - Help with the following: [select all that apply: “prepare a GHG inventory”, “organize stakeholder consultations”, “coordinate policy research”, “develop technical plans or specifications to implement a capital project”, etc.].
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: “[Maturity Scale for Municipal GHG Emissions Reductions](#)” or “[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). [Note: timing may change depending on when the municipality applies for MCIP funding.]
 - Requests disbursements from FCM at periodic intervals (after contract signature, 12 months, and 24 months). [Note: timing may change depending on when the municipality applies for MCIP funding.]

Education

- University degree in [Select all that apply: “engineering”, “environmental science”, “environmental studies”, “geography”, “urban planning”, etc.] or equivalent.

Knowledge, skills, and experience

- Strong knowledge and experience in the areas of [select all that apply: “GHG emissions reductions”, “climate change adaptation”, “sustainable development”, “asset management”, etc.].
- 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).
- [If applicable, include the following: “Experience with GHG software and conducting GHG inventories for an organization”].

- 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 [*insert email address*]. The deadline for applications is [*insert date*].