

# THE UNIVERSITY OF BRITISH COLUMBIA

<b>Job Title:</b>	<b>Director, Sustainability</b>
<b>Division:</b>	<b>Land and Building Services</b>
<b>Job Classification:</b>	

## **JOB SUMMARY**

The position operates within the academic and the administrative areas of the university and is responsible both for the development of sustainability initiatives in planning, development and operation of the campus lands and facilities and for the development of sustainability initiatives in teaching and research activities. The position is responsible for the Utility budget for the academic core and for obtaining funding for major initiatives through loans, grants and fee-for-service activities.

## **WORK PERFORMED**

### ***Planning:***

Works closely with the Associate Vice President, Land and Building Services in the development of a long range plan for academic and administrative sustainability planning, development and operations on the campus and the subsequent development of a five-year business plan. The long range plan will set out the vision for positioning the university as a leader in sustainable development activities while maintaining its leadership role in research and teaching. From this plan, objectives and implementation strategies will evolve. The planning work will be carried out within the context of the Official Community Plan, the University Mission Statement and in a consultative process involving faculty, staff and students.

### ***Annual Business Plan, Budget, and Financial Management:***

Within the context of the five-year business plan, develops annual business plans and budgets that set out specific objectives and targets to be achieved. This will be done in all areas of responsibility based on analysis of records and trends.

Implements the budget and consequent activities and continually monitors revenues and expenses in order to ensure overall conformance to the plans. Explains variances and executes corrective plans for the remainder of the year.

### ***Co-ordination and Implementation:***

Supports university faculties and departments in the development of target and action plans for sustainability. These plans will set out specific targets for the reduction of waste, pollution, energy use; water use and non-renewable resource use and identify opportunities for cost savings. The target and action plans will be established in conjunction with the faculties and

departments and will be updated yearly and monitored for progress towards the objectives of the long range plan.

Publishes an annual report to the Board of Governors on progress towards meeting the university's sustainability objectives.

Works closely with the Director, Transportation Planning, the Director, UBC Utilities, the University Architect, the Director, Planning, and the Director, Plant Operations to develop and implement programs to reduce single occupant vehicle use, to reduce utility service demand, to reduce waste and pollution and to investigate alternative sources of renewable energy and innovative systems for handling storm water and sewer effluent. Also works closely with the AMS and all Ancillary Departments to encourage the development and implementation of such programs in their planning and operations. Maintains liaison with the Department of Health, Safety and Environment to ensure co-ordination with their programs.

Supports departments in establishing information and reporting systems based on sustainable development principles including life cycle, social and environmental costing and accountability to stakeholders.

Works closely with the Vice-President Academic, deans and department heads to include sustainable development concepts in curricular development throughout the university and to develop the university's capacity to teach, research and practice sustainable development principles.

Responsible for developing and executing a major contract (\$30 million) with consultants to reduce energy and water use on the campus. Responsible for arranging funding for the project through loans and grants.

Responsible for the UBC SEEDS Program (formerly Greening the Campus). Promotes learning and research activities that have a tangible value for campus operations; develops projects on behalf of staff that are to be carried out by academics; and reports on the activities and accomplishments of the program to the Board of Governors.

Provides information to and accepts advice from the Sustainability Advisory Committee.

### ***Education and Information:***

Acts as a central information source on sustainable development for the campus as well as for the external community. Provides support and advice to faculties and departments as they implement the target and action plans.

Develops written material and conducts seminars and workshops designed to promote the concept of sustainability and to provide information on implementing sustainable practices.

Represents the university on radio and television programs and at conferences related to sustainability.

### ***Human Resources Management:***

Directs and manages the activities of subordinate staff, including the assignment of duties and responsibilities and setting of priorities.

Ensures that all employees are motivated to contribute fully to the realization of the University's mission, vision, goals and objectives and provides ongoing performance evaluation in order to assist with the development of their skills and abilities.

Encourages employees to identify innovative approaches to enhance organizational performance.

### ***Internal Relationships:***

Establishes and maintains relationships with deans, department directors and managers.

Participates as a member of UBC committees and task forces as requested.

Works with the AMS to develop student programs and activities related to sustainability.

### ***External Relationships:***

Acts as a contact and resource for external organizations and parties interested in sustainability.

## **CONSEQUENCE OF ERROR / IMPACT OF DECISION**

This position manages the internal operation of the unit; handles human resource matters; approves budgeted expenditures and makes commitments. The position also makes judgments and decisions in regard to appropriate sustainable planning, management and operational strategies for the university. The position is responsible for an approximately \$20 million dollar operating budget which covers the utility costs for academic facilities and the operating expenses of the office and its programs.

Consequences of error include significant negative impact on the creditability of the department and the university. Legal implications could result from poor advice/decisions. Poor advice regarding capital expenditures could result in wasted effort and money.

This position is critical to the university as catalyst for economic, social and ecological initiatives that will promote the ideal of a sustainable campus and develop teaching and research opportunities in this area.

## **SUPERVISION RECEIVED**

The position is independently responsible for the day-to-day operation of the unit and receives strategic direction from the Associate Vice President, Land and Building Services.

The incumbent will be evaluated against objectives and targets set out in the annual work plan.

## **SUPERVISION GIVEN**

Directs and manages the activities of subordinate staff as appropriate.

## **WORKING CONDITIONS**

The working day is normally spent in buildings and outside on campus lands managed by the university. Periodic off-campus travel is required for liaison with external groups. The position may be required to work on off-hours to be involved in public consultation.

## **PERSONNEL SPECIFICATIONS**

### ***Education:***

A Ph.D. degree in a related discipline, resource management or environmental studies preferred, with an undergraduate or graduate degree in a related discipline, architecture, planning or engineering preferred.

### ***Experience:***

At least ten years of progressively responsible experience in facility development and management is required. Preference will be given to a combination of public and private experience such as five years as a practicing architect or engineer in the private sector along with five years of management experience in the public sector. Experience in teaching, research or facilitation at a post-secondary level is an asset.

### ***Knowledge, Skills and Abilities:***

The position requires leadership ability and the ability to think strategically and communicate the vision of a sustainable campus to the entire community. Tact, discretion and superior written and oral communication skills are required as the position interacts with senior administration, academic, management and all levels of operational staff.

Proven management skills and computer literacy are required.

Knowledge of the regulatory framework within which the campus operates is essential.

Knowledge of the university organization, structure and personnel is an asset.

### ***Certificates / Licenses:***

Registration with a recognized architectural or engineering association is required.

Possession of a valid B.C. driver's license is required.

Updated on: August 7, 2001

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