

Job Profile

Title: Environmental Management System Specialist
Department: Campus Infrastructure
Job Family: Consultant/Advisor, Zone to be determined
Start Date: October 2004
Duration: Ongoing

Statement of Need

This position is critical to the University of Calgary's objective of implementing an Environmental Management System (EMS) as part of its campus-wide Sustainability Initiative. By assisting with the university's strategic planning and developing operational changes, the EMS Specialist will bridge the gap between policy and practice, thereby promoting and operationalizing UC's ideal of a sustainable campus.

Primary Purpose

This position's primary mandate is to assist the university in implementing its EMS Action Plan through identifying stakeholder roles and responsibilities, communicating with campus and local communities, assisting with environmental policy development, developing specific Environmental Management Programs (EMPs), identifying and mobilizing required resources, educating and training stakeholders, providing feedback for senior administrative review, coordinating the EMS with other campus initiatives and departments, and revising the EMS as needed.

Nature of Work Performed

This position is housed in the Campus Infrastructure office, and is responsible for assisting with implementation of the EMS and specific EMPs. The position provides information to and accepts strategic direction from senior administration in the areas of planning, implementation and operation, education, and training. The incumbent will participate as a member of UC committees and task forces as needed, and will work closely with campus and community stakeholders.

Qualifications/Expertise

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

A graduate degree in the field of Environmental Management is preferred. A knowledge of university administrative and operational structures is considered an asset. An ability to work independently with minimal supervision is required. The candidate must also be proficient in communicating and working with diverse stakeholder groups.

The candidate must have experience with PC applications and software, and be able to make high level presentations and progress reports.

Accountabilities

This position is accountable to the Director of Campus Infrastructure and the Energy and Utilities Engineer. Specific job accountabilities include, but are not limited to, the following:

- Leading and/or facilitating the design of a Campus Infrastructure EMS and specific EMPs.
- Identifying priority areas for sustainability program delivery, identifying/setting performance objectives, and identifying/designing key performance indicators.
- Leading and/or facilitating the design and delivery of specific sustainability programs, and maintaining close consultation with participants during program operation.
- Monitoring the progress of programs through audits, and documenting and communicating results through monthly reporting to the Director and the Energy and Utilities Engineer. Preparing quarterly and annual environmental reports for senior administration where necessary.
- Where necessary, preparing high-level briefings to the Director and the Energy and Utilities Engineer for onward communication to senior university administrators or the campus community.
- Leading and/or facilitating the education and/or training of staff specifically on the EMS and EMPs, and generally on sustainability. Promoting and maintaining stakeholder motivation and addressing questions, grievances, and concerns in a timely manner.
- Identifying and engaging relevant stakeholders/experts as consultants/partners for specific programs. Structure and facilitate meetings where appropriate.
- Liaising with stakeholders (environmental committees, student groups, community groups, research institutes, and so on) internal and external to the university campus where appropriate.
- Actively keeping abreast of developments in the field of sustainability on university campuses and learning the best practices of leading institutions.
- Maintaining a high level of professionalism in all communications and interactions with stakeholders, and acting ethically to further the long-term interests of the University of Calgary.