

For Salary Administration Use:

1. Position No.:

Classification: AA2/09N

Date: May 24, 2005

Analyst: Lynne Fitton

New Revised _____

UNIVERSITY OF TORONTO

POSITION DESCRIPTION

2. Position Title: Sustainability Coordinator

3. Faculty, School, Office:

4. Immediate Supervisor's Title:
Director, University of Toronto Sustainability Office

Department:

Phone No: 416-978-7458

Section: Sustainability Office

5. Position Summary

Under general direction of the Director, University of Toronto Sustainability Office, the **Sustainability Coordinator** manages the Sustainability Office, St. George Campus. The incumbent will develop, implement, maintain and communicate the Greenhouse Gas Emission Strategy (GHGES) with responsibilities that include: implementing, maintaining and revising the Strategic Plan and assisting in the ultimate development of the Greenhouse Gas/Energy Plan, tracking implementation progress and updating the plan as necessary; managing the project website and other communication systems; coordinating the development of the information and measures component of the plan, including the emissions inventory, the initiatives database and the indicators; supervising/ coordinating the involvement of work-study students in the project; working with environmental faculty to identify opportunities to build in GHGE Strategy supporting projects (.e.g. research, feasibility studies) into existing environmental research programs and curriculum and developing program concepts and pilot designs. Responsibilities also include extensive research on available grants; drafting detailed grant applications including budgets and narrative and financial reports to grant agencies; supervising and coordinating students' work assignments in the office; creating and updating several technical and research databases; recruitment, orientation and administration of students for summer and part-time positions and; organizing outreach activities, workshops and press conferences;. The incumbent is also responsible for arranging meetings, taking minutes; ensuring timely responses to requests/inquiries from the public, the media, City of Toronto, funding agencies and the University community and maintaining and updating the office files on a regular basis.

6. Duties and Responsibilities

25% Coordination and Implementation of Sustainability Office Plans

- Works with the Sustainability Director to implement the Strategic Plan, and to develop the Greenhouse Gas/Energy Plan
 - Tracks implementation progress and updates these plans as necessary. Reports on progress to the Sustainability Director. Arranges for the review of these plans as required.
 - Develops program concepts and pilot designs for new campaigns.

25% Data Gathering and Communications.

- Establishes and maintains communication with all campus faculty, students and staff through a variety of methods (e.g. website, e-mail, audits, articles, etc.); encourages all campus faculty, students and staff to participate in environmental programs and contact Environmental Project Manager with questions, comments, concerns and ideas.
- Promotes communication of the University's environmental achievements to third-party interest groups; funders, politicians.
- Coordinates development of an inventory that identifies all sources and levels of GHG emissions, in order to identify reduction opportunities, to track emission reductions and to support education and outreach initiatives. Recognized estimation methodologies will be used.
- Coordinates development of a database to track GHG and energy related initiatives currently being undertaken at the University by groups of staff, faculty and students.
- Supervises/ coordinates the involvement of work-study students in the project. Oversee the monitoring of safety on the site to ensure safety standards and procedures are followed.
- Works with environmental faculty to identify opportunities to build in GHGE Strategy supporting projects (.e.g. research, feasibility studies) into existing environmental research programmes and curriculum

45% Administrative Duties

- Conducts extensive research on available grants and tracks all such applications.
- Drafts applications including detailed budgets for grant applications and tracks expenditure against grant budget lines; drafts narrative and financial reports to grant agencies.
- Maintains a complex budget, tracking all incoming funds and expenditures against the appropriate budget categories and preparing regular budget updates for the Director and Advisory Committee.
- Responsible for the recruitment, screening, orientation and administration of students for summer and part-time positions.
- Responsible for supervising, monitoring and delegating tasks to approximately 30 students working in the office.
- Creates and updates several databases (e.g. faculty and graduate students involved in research or technical relevant materials) and a resource centre of technical material and student reports.
- Responsible for the web site maintenance including updating the home page with news items and enhancing the site with interactive audit and energy management tools.
- Assigns external communication such as queries from the public, the media, the City of Toronto, the University community and funding agencies. This includes ensuring phone calls, letters and emails are responded to in a timely manner with the relevant information.

- Organizes outreach activities and special events including workshops and press conferences.
- Arranges meetings, books meetings rooms, and takes minutes of meetings.
- Organizes, maintains and updates files as required.

5% Other Duties

- Performs other related duties as assigned.

7. Work Complexities

A. Choice of Action: (Scope of decision-making / judgment used)

- Considerable independence in allocating work assignments to students and exercising judgment regarding work priorities to meet grant application and project dead lines and ensuring communications to internal and external sources are accurate and timely.
- Must balance intentions of many stakeholders involved in the overall strategy.
- Data that is to be publicized must be accurate and dependable.

B. Consequence of Error:

- Failure to meet grant application procedural deadlines and inaccurate details would result in loss of funding. Errors in database updates would result in delays and unnecessary extra work for projects, budgets and grant applications. Inability to deal tactfully and accurately with enquiries would lead to poor public relations. Poor management of work assignments to students would affect completion of projects.
- Failure to properly assess the best direction for the program could result in wasted efforts and lost time.
- If inappropriate information is used to support findings, credibility of the program will be in danger.

C. Difficulty:

- Attention to detail for budgets and grant applications with constant work interruptions. Pressure of working under strict deadlines. Difficulty in the scope of knowledge required such as operational, technical, financial, environmental, personnel, and curriculum.
- Funding limits will make decisions regarding balancing off schedule against budget difficult.
- Directions provided by stakeholders may appear, at the worst, contradictory.
- The derivation of benchmark data, particularly from the past, may not have used standard methods for calculation.
- Outreach to diverse and possibly apathetic audiences will be challenging.

D. Contacts: (Variety, frequency, and purpose of contacts)

- Faculty
- Students and student groups
- Staff within Facilities and Services
- Administrative Staff
- General Public
- Funding Agencies
- Media
- Representatives from governmental and other agencies

Items 8 to 12 to be completed by Supervisor only

8. Supervision Received (Indicate Degree of Supervision as defined in Guidelines)

General direction of the Director, University of Toronto Sustainability Office.

9. Supervision Exercised (To be completed for supervisor positions only)

- (A) Number of Employees Supervised: Directly 30 Indirectly
 - (B) Classifications of Employees Directly Supervised: Work Study students, summer and part time students
 - (C) Nature of Supervision Exercised: Direct Supervision
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10. Working Conditions

Daily Hours of Work

Regular office conditions; some site visits

8:45a.m. to 5:00 p.m., some flexibility required.

11. Equipment Used

Computer and related equipment

12. Qualifications Required

- a) **Formal Education:** University Degree in Environmental Studies or equivalent combination of education and experience.
- b) **Experience:** Minimum 5 years' experience working in a similar environment. Familiarity with and understanding of various granting policies and procedures and working with budgets an agency asset.

Strong communications experience to a variety of audiences using a variety of media. Several years experience working on energy conservation issues. Some supervisory experience an asset.
- c) **Manual Skill:** Demonstrated proficiency with Microsoft Word, Excel, Access databases. Familiarity with web site programs an asset.
- d) **Other:** Excellent written and oral communication skills; strong interpersonal and analytical skills; superior organizational ability; initiative; ability to exercise diplomacy, good judgment, tact, presentations, diplomacy and discretion. Ability to make effective attention to detail.

13. Signed by _____ Approved by _____
Employee Department Head

Print name of Employee

Print Name of Dept. Head

Immediate Supervisor

Print name of Immediate Supervisor

Date