



Job Profile

Position Title:	Environment / R⁴ Coordinator
Department:	Environmental Health & Safety
Organization Code:	UAD410
Position Code:	C5422
Effective Date:	August 1, 2005
CUPEU	

A. OVERALL PURPOSE OF YOUR JOB

Purpose: The R⁴ Coordinator will be responsible for developing, overseeing and facilitating the implementation of plans and strategies related to R⁴ (rethink, reduce, reuse, recycle) and those identified as priorities by the University. The incumbent will coordinate the full range of recycling activities for all recyclables and will develop and support initiatives that evaluate and implement R⁴.

Reporting relationship: The incumbent reports to the Director of Environmental Health and Safety through the Sustainability Coordinator.

Accountability: The incumbent is accountable for designing and developing tools, methodologies and metrics to support R⁴ goals and objectives and for coordinating their implementation.

Position scope: The R⁴ Coordinator focuses on the implementation of R⁴ activities at Concordia, acting as a project manager in coordinating participants in R⁴ projects from the feasibility study and costing phase to the achievement of specific goals and objectives for each project. In conjunction with the Sustainability Coordinator, the incumbent is a resource person providing education, training, technical expertise, advice and guidance to both individuals and departments within the University community in matters related to R⁴. The R⁴ Coordinator acts as a liaison between R⁴ project participants and stakeholders at Concordia.

Working conditions and physical environment: While the incumbent works in an office setting with minimal to medium levels of physical exertion. Physical activity – including walking, bending, standing, and lifting – is expected as related to job responsibilities. He or she meets with internal and external customers in a variety of locations best suited to their needs.

Judgment and autonomy: The incumbent exercises significant autonomy and judgment in researching, evaluating, proposing and implementing best practices in reducing and reusing material waste and in

recycling. He or she draws upon professional training and experience to make decisions. The R⁴ Coordinator is supported by the multi-stakeholder Environmental Advisory Committee.

Quality: The incumbent is responsible to actively and effectively advocate for the change in culture and practices in terms of rethinking, reducing, reusing and recycling materials and waste at Concordia University. He/she will use current best practices as a standard for R⁴ practices, and will implement cost-saving, environmentally sound and socially responsible activities as identified in the business planning process.

B. MAJOR JOB RESPONSIBILITIES

Major Responsibilities	Importance	Frequency
1. Improve the quality and quantity of recycling and make the system more efficient and cost effective.	1	Ongoing
2. Create and maintain a database with detailed financial and statistical information on the amount of recycling produced and thus removed from landfill.	1	Ongoing
3. Liase with Custodial Services and the coordinators from the West Island Rehabilitation Centre to oversee the functioning of the recycling system	1	Ongoing
4. Perform routine inspections of the recycling system and recommend improvements where necessary	1	Periodically
5. Investigate markets for various recyclables with Purchasing Services and participate in setting up contracts relating to recycling	2	Periodically
6. Coordinate and conduct a business planning process to identify the cost-savings resulting from engaging in environmentally sound and socially responsible actions: i.e. composting organic waste at Concordia.	1	Once every year or two
7. Set up a database complaint system and routinely address complaints	2	Ongoing
8. Coordinate periodic waste and recycling audits	1	Periodically
9. Develop and support initiatives that evaluate and implement R ⁴ , such as energy conservation, waste reduction, composting and recycling practices, among others	1	Ongoing
10. Coordinate the design, production and distribution of educational plans and materials to faculty, staff and students	1	Ongoing

11. Prepare and conduct information sessions on R ⁴ services to students, faculty and staff	1	Periodically
12. Maintain and update the R ⁴ website	2	Bimonthly
13. Produce an annual report of all R ⁴ initiatives, including waste and recycling audit results, statistics and other pertinent information	1	Once per year
14. Serve as a secretary and technical resource person on the Environmental Advisory Committee	2	Periodically

C. DECISION MAKING

1. Analyzes data and makes recommendations on material use and waste reduction strategies, prioritizing and recommending the initiatives to implement.
2. Establishes metrics, procedures and methodologies to measure the effectiveness of the implementation of R4 initiatives.
3. Recommends tools, quality standards and processes to support and improve R4 practices at Concordia to the Sustainability Coordinator and the Environmental Advisory Committee.

D. EDUCATION AND EXPERIENCE

1. Bachelor's degree in business, environmental studies, political science, economics, geography, sociology or related field and 2 to 4 years of experience.
2. At least two years of experience, with practical experience in facilitating groups, working with diverse stakeholders and project management.
3. Strong working knowledge and passion for the concept of sustainability, awareness of the central issues and controversies in the discourse on sustainable development.
4. Strong writing skills.
5. Demonstrated organizational, communication and interpersonal skills.
6. Prior project-management experience with proven ability to meet deadlines and remain on budget.
7. **Language requirements**
Very good spoken and written English and French (level 4: able to draft reports, able to speak with sensitivity on complex subjects).
8. **Computer skills and expertise required**
Intermediate skills in Word (able to incorporate graphics into reports), Excel (able to format spreadsheets, use formula functions, create graphs), PowerPoint (able to create templates).
Basic skills in Access (able to create a database and analyze data by running queries). Experience using Outlook and conducting Internet-based research.
9. Experience composing and delivering presentations.
10. Works well independently and as part of a decentralized team.
11. Team player and multi-tasker who can establish and follow priorities while maintaining flexibility.
12. Works well with students.
13. Experience with facilitation and consensus based decision-making.

E. ASSETS

1. Comfort around top management, as well as staff at all levels.
2. Organizational agility (knows how organizations function).
3. Innovative and enthusiastic approach to campus sustainability initiatives, with a desire to enact change and involve all University community members in environmental sustainability.