Job Description

**Job Title:** Sustainability Manager

**Department:** Dean of Environment

**Reports To:** Dean of Environment

**Jobs Reporting:** Sustainability Engagement Coordinator

**Salary Grade:** USG 10

**Effective Date:** September 2017

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**Primary Purpose**

This position is responsible for coordinating campus sustainability entities and activities in order to increase the efficiency and effectiveness of these efforts. The incumbent will provide administrative support and guidance to the University of Waterloo’s President’s Advisory Committee on Environmental Sustainability by facilitating the development of and sharing of information regarding sustainability practices and curriculum. S/he will work to advance the University’s sustainability reputation by communicating institutional achievements and drafting plans, recommending how to translate institutional goals into measurable objectives, conducting research related to these objectives, and identifying areas for improving sustainability practices.

**Key Accountabilities**

List the major responsibilities of the job, divided into 3 to 5 broad categories. These should reflect 80 - 90% of “what” the job does not the “how”. Insert a category heading and in bullet form below, state specific responsibilities.

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**Support the President’s Advisory Committee on Environmental Sustainability through, but not limited to:**

- Providing research and directing effort across the institution in collaboration with multiple departments
- Reporting to the Dean of Environment monthly or as specified
- Organizing meetings, conducting stakeholder engagement, taking notes, and ensuring there is follow up on action items
- Managing funding requests and projects initiated through the Sustainability Action Fund

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**Initiate and recommend institutional sustainability practices through, but not limited to:**

- Drafting, communicating, and tracking progress of the University of Waterloo’s Environmental Sustainability Strategy and providing support for implementation
- Collecting data and completing formal reporting documentation for the institution; reporting related to sustainability such as the annual University of Waterloo sustainability report, Sustainable Waterloo Region, and others as required
- Determining which surveys to complete; completing and submission of surveys on behalf of the institution
- Recommending how institutional sustainability practices can be improved by careful analysis of relevant data
- Supporting, where appropriate, academic support units on campus in implementation of sustainability practices and strategies
- Supporting, where appropriate, academic departments in expanding curriculum related to sustainability
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- Identifying and sharing, as appropriate, information related to opportunities for external grants, rebate programs or other means of funding campus sustainability activities
- Acting as a resource for students, faculty and staff interested in learning about sustainability ‘best practices’
- Monitoring and advising on external changes to regulations, business practices, and stakeholder feedback relevant to campus sustainability

**Represent the University of Waterloo’s sustainability efforts to external and internal audiences through, but not limited to:**
- Acting as a main contact person for campus projects/initiatives related to sustainability
- Partnering with University Relations and others to promote the University’s sustainability efforts to the public
- Maintaining the University’s sustainability website
- Liaising with stakeholders and sustainability professionals in the wider community

**Manage and supervise activities of the Sustainability Office, including but not limited to:**
- Managing staff, volunteers, and/or students, when applicable
- Developing and monitoring the department’s annual budget, and approving expenses

**Required Qualifications**
*If hiring today, what would be the required education, experience, knowledge, skills and abilities?*

**Education**
- Bachelor’s Degree required, Master’s degree preferred
- Education or training related to environmental science, studies, policy or practice

**Experience**
- Five years of professional work experience

**Knowledge/Skills/Abilities**
- Intermediate-level skills in Microsoft Excel (graphing, pivot tables, descriptive statistics), Word (report formatting) and Powerpoint
- Strong familiarity with relevant sustainability reporting frameworks and principles (i.e. AASHE STARS), greenhouse gas measurement and accounting frameworks, and design of sustainability reports
- Familiarity with strategic planning concepts and development of business plans and work plans
- Knowledge of local, provincial, and national sustainability networks
- Understanding of relevant legislation relating to sustainability, including but not limited to waste, energy, and greenhouse gas emissions, as they apply to post-secondary educational institutions
- Strong interpersonal skills, stakeholder engagement skills, and collaborative project design and implementation skills
- Familiarity with curriculum development and design is an asset
- Basic experience with web content management software
- Demonstrated proficiency in communicating—both in writing and orally, including public speaking — at a high level

**Nature and Scope**
- **Contacts:** Internally, makes contact with personnel on campus to obtain, clarify and discuss information, including, staff in various roles and at various levels (e.g. Food Services, Plant Operations) and faculty in administrative roles (e.g. undergraduate associate deans). Internally, presents, discusses information and problems with President’s Advisory Committee on Environmental Sustainability co-chairs and members, Senate, Executive Council, and other relevant University
committes, University Relations, and Student Associations and clubs. Internally, collaborate, negotiate and advocate for approved projects with the Sustainability Advisory Committee co-chairs and members.

Externally, make contacts with partner or potential partner organizations to obtain, clarify and discuss information, including, Community stakeholders (e.g. Sustainable Waterloo Region, Council of Ontario Universities), Counterparts at other universities and Local municipal staff (e.g. Region, City).

Externally, presents, discusses information and problems with the public at large (e.g., workshops, public lectures), Counterparts at other universities and Local municipal staff.

- **Level of Responsibility:** Manage an institution-wide function or process that is specialized with up to two direct reports (in addition to supervising co-op/internship students). The job includes responsibility for coordinating volunteers who may be involved in various initiatives.

- **Decision-Making Authority:** Makes decisions about details of events (time, location, etc.) subject to overall plans and budget. Responsible for implementing overall program plan within the confines of the University’s strategic plan and budgetary constraints.

- **Physical and Sensory Demands:** Minimal demands typical of an office environment.

- **Working Environment:** Minimal exposure to disagreeable conditions typical of an office environment. Regular working hours, some evening/weekend work required. Occasional travel required and physical risks typical of those associated with occasional business travel.