

## Job Description

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<b>Job Title:</b>	Director, Climate Finance and Science
<b>Department:</b>	Dean of Environment, Intact Centre on Climate Adaptation
<b>Reports To:</b>	Head, Intact Centre on Climate Adaptation (Intact Centre)
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 13
<b>Effective Date:</b>	January 2019

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### **Primary Purpose**

The Director is responsible for leading and further developing the Climate Finance program of the Intact Centre, and will oversee work across the following focus areas: (1) engage capital markets to factor climate change and extreme weather risk into institutional portfolio management, credit risk analyses, and securities commission disclosure; (2) engage industry associations to identify climate change risk and opportunity, and to factor both into member operations; (3) engage ministries of finance or treasury, and municipal CFOs, to factor cost/benefit analyses of adaptation into budget allocation decision making and to calculate the financial return associated with the preservation and restoration of natural infrastructure; (5) identify the Canadian market opportunity for development of “catastrophe bonds” to limit costs otherwise realized due to extreme weather disasters; and, (6) develop framework to translate climate change and extreme weather risk into valuation using tools such as EVA, Discounted Cash Flow, Options Pricing, Ratio Analysis and Rules of Thumb analytics. Director is responsible for strategy development; program management; research coordination; partnership development; evaluation, communication, reporting and outreach, as well as administrative oversight for areas 1-6 (listed immediately above). The Director will establish the University of Waterloo as a clear leader in Climate Finance, as perceived by with securities commissions, institutional managers, credit rating agencies, public issuers, industry associations, federal/provincial/municipal governments, and the financial media.

### **Key Accountabilities**

#### **Strategy and Leadership**

Guide the overall strategic development of the Climate Finance program, including, but not limited to:

- Developing a multi-year strategy and an operational plan to execute the program with guidance and direction from the Intact Centre’s Advisory Committee and direction from the Head of the Intact Centre
- Measuring, monitoring, and reporting on the progress of the program relative to meeting its objectives, goals, and targets
- Managing staff, including oversight of the Casual Employees, Students, and activities of financial specialists, as hired
- With guidance from the Intact Centre’s Advisory Board and Faculty of Environment, communicating the value of the program to senior government officials and business leaders to secure funding to promote the program (a) in Canada, (b) with the capital markets of the US (New York, Boston, Washington), and (c) with the Global Commission on Adaptation (Netherlands)
- Leading multidisciplinary dialogue in Canada related to the mandate of the program, involving key stakeholders to advance national uptake of the program

#### **Partnership Development**

Build relationships with key capital markets stakeholders, including financial industry associations (e.g., IFAC) and regulators (e.g., OSFI), institutional managers (e.g., Teachers, OMERS, CPPIB), credit rating

agencies (e.g., DBRS, Moodys), Ministers/Deputy Ministers/ADMs of finance, Property & Casualty Insurance, Life & Health Insurance, mortgage markets, NGOs, and academe.

- Seeking collaboration opportunities, including co-authoring op-eds, publications and research, and advancing existing best practices
- Presenting to Business Associations, and to Boards of Directors of major publically traded issuers
- Collaborating with industry groups (e.g., Toronto Society of Financial Analysts, CPAs) to establish practical means to factor climate change and extreme weather into financial valuation
- Create an informal advisory group, including (for example) ex-ministers of Finance, former Governors of the Bank of Canada, investment bankers, and Chairs of Credit Rating Agencies
- Promulgation of the program through key communication channels, including keynote delivery at conferences, and media outreach (e.g. BNN, CBC, CTV, Global News, Globe and Mail)
- Soliciting direct in-kind and/or monetary support

### **Research Coordination and Program Management**

Design and facilitate the execution of the program, including, but not limited to:

- Coordinating research activity on the topics relevant to the mandate of the program, including oversight of all liaison and outreach to the capital markets
- Coordinating publication and communication of the research findings within the university and to external stakeholders
- Ensuring that projects are delivered on time, on budget, and to the satisfaction of funder's and supporting organizations
- Contributing to applications to funding organizations
- Ensuring that the funding is used effectively and appropriately
- Ensuring that staff who support the Climate Finance program are well-trained
- Reporting to the Intact Centre's Advisory Board and the Head of the Intact Centre, as required

### **Communication and Outreach**

Ensure a high profile for the Intact Centre and the program with government representatives, business leaders, and the general public. This profile will be achieved through the following:

- Establishing working relationships with national experts and securing endorsement for the program from federal, provincial, and municipal governments, industry representatives, financial professionals, credit rating agencies, securities regulators, NGOs, conservation authorities and academe
- Timely communication with media (e.g., newspapers, magazines, radio, TV, and online publications) as material research findings emerge, with guidance from the Media Relations team at the University of Waterloo
- Overseeing the development and growth of the program brand in a manner consistent with the direction from the Intact Centre's Advisory Committee, Faculty of Environment, and IC3/P4A
- Participating in speaking engagements across Canada to profile the program, in consultation with Community Relations staff at the University of Waterloo, where appropriate
- Creating and maintaining a professional portfolio of marketing and communication materials to ensure the program is understood by internal and external audiences

### **Operations and Supervision**

Manage all operational and supervisory functions of the program (finance, legal, administrative, human resources, etc.) including, but not limited to the following:

- Overseeing Climate Finance program targets, project budgets, and reporting requirements, to internal and external stakeholders, as required
- Supervising program staff (including aspects of training and development, performance appraisals, and assigning job responsibilities)

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- Maintaining internal relationships and communications with the Faculty of Environment and the Office of Research, as well as with other university departments (e.g. Finance, Human Resources, Creative Services and Media Relations)

*\*All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

### **Required Qualifications**

#### **Education**

- Professional financial designation (e.g. CSC, CPA, CFA); Hon. Bachelor in Science

#### **Experience**

- Minimum 6 years of experience with strategy development and partnership creation
- Minimum 4 - 5 years of institutional money management experience, specializing in Environmental Social Governance (ESG), and climate change related applications, with a recognized money management firm
- Minimum 5 years of experience working with insurance industry and/or capital markets sectors in Canada to advance sustainability and climate resilience files
- Direct daily working liaison with Chair/CEO level in finance organizations
- Experience with facilitation and stakeholder consultations with senior-most business leaders related to climate change and extreme weather applied to financial risk in Canada
- Experience with development of compelling and timely business propositions, based on emerging industry trends and regulatory developments
- Experience in leveraging interdisciplinary subject matter experts for research advancement
- Effective communication (report writing, public speaking, and media relations)
- Experience with project development and implementation, including scoping, design, reporting, contractor management, financial planning, and team leadership
- Experience with project proposal development

#### **Knowledge/Skills/Abilities**

- Proven network of climate finance experts, which can be used to mobilize the integration of climate finance within the capital markets, and Finance/Treasury ministries of all levels of government
- Proven record of thought leadership as it relates to promulgating climate finance initiatives in Canada
- Interpersonal and presentation skills are essential
- Stakeholder facilitation and negotiation skills are required
- Proven ability to develop, build, and maintain effective relationships with senior-most government and business leaders
- Proven ability to prepare strong project funding proposals, including budget development, project scoping, team and activity planning
- Proven ability to simultaneously manage multiple projects of complex nature and diverse teams
- Proven ability to lead dialogue with a wide array of stakeholders at all levels and across multiple organizations (that may hold divergent views)
- Conflict management skills
- Substantial knowledge of the CSA 51-333 framework
- Strong ability to read and identify risk factors in Annual Report, and ESG/Sustainability Reports

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- Strong attention to detail and tenacious follow-up post meetings
- Excellent communication skills (verbal/written; listening)
- Advanced proficiency using Microsoft Word, PowerPoint, Excel

### Nature and Scope

- **Contacts:** External: builds and maintains relationships with federal, provincial, and municipal governments, portfolio managers, credit rating agencies, securities commissions, insurance market representative, NGOs, and academe to advance national uptake of the program through broad-based understanding of the emerging field of climate finance. Internal: maintains relationships with the Faculty of Environment and the Office of Research, as well as with other university departments (e.g. Finance, Human Resources, Creative Services, and Media Relations) to align program mandates to strategic university priorities and to pursue funding and partnership opportunities; coordinate with IC3/P4A on complementary programs/initiatives.
- **Level of Responsibility:** Requires minimal supervision; provides guidance to others including oversight of contract, casual, and temporary staff, as well as graduate student hires. Provides supervision and oversight of the Climate Finance Program - responsible for maintaining relationships with funders, senior government and business leaders.
- **Decision-Making Authority:** Makes decisions on program strategy and operational planning, including project selection, timelines, budget allocation, and staffing requirements. Provides guidance to others. Makes decisions on external partnerships and communications.
- **Physical and Sensory Demands:** Minimal.
- **Working Environment:** Office environment; moderate travel required within Canada; regular working hours, with some evening and weekend work required.