

# City of Victoria JOB VACANCY NOTICE Internal/External *CUPE LOCAL 50*

**DATE OF ISSUE:** July 27, 2010

**CLOSING DATE:** August 11, 2010

Competition Number: **10/125**

Position Title: **Climate Action Analyst**

Number of Positions: **One**

Duration: **Temporary – up to 2 years**

Work Schedule: **Monday to Friday, 35 hours per week**

Pay Group: **\$2,113.30 bi-weekly, Pay Grade 11 (under review)**

**ALL APPLICATIONS MUST BE** received in the Human Resources Department by 4:30 p.m. on the above closing date and must be complete, including all qualifications and experience relevant to this position.

*Please submit your application quoting the above competition number to:  
The City of Victoria Human Resources Department, 627 Pandora Avenue, Victoria, B.C., V8W 1N8.*

**Department/Division/Section:** Sustainability

## **POSITION FUNCTION**

Undertakes specialized technical, analytical and consultation services supporting the development of the Climate Action Program and the preparation of the Climate Resiliency Plan. Prepares materials for reports, public meetings, presentations and web-publications and maintains relevant departmental information and records.

## **KEY DUTIES**

The Climate Action Analyst will design and develop maps and models to facilitate analysis, communication and development of strategic priorities for a low carbon, resilient community of the future.

This position will also assist in the conduct of discussions using these visualization tools as part of our civic engagement and key climate stakeholder consultation process. As part of the planning team, participates in communication and consultation processes and activities for city-wide and area plans by recording small group discussions at workshops, open houses and public meetings, by maintaining project website structure and content, and assisting with the planning, organizing and execution of major community events.

Responsible for specialized technical, analytical and consultations services as part of the Sustainability team; perform climate data interrogation, quantification and mapping analysis, scenario-building for forecasting and developing projections, including creating reports on findings

Developing recommended climate change strategies, prioritized actions, detailed targets, tracking processes and outline for monitoring and verification.

Coordinate and facilitate the agendas for the Partners for Climate Action Team and Corporate Climate Action sub-committee meetings. Prepare progress reports for management, Council and BC Hydro; establish review and monitoring protocol; determine reporting requirements, generate and prioritize action plans; research and submit grant applications for programs such as climate action planning; establish protocol for measuring community energy consumption and greenhouse gas emissions; compile inventory of community energy and GHG emissions.

Coordinate and integrate the climate action program into other departmental planning processes through meetings and providing information and feedback. Meet with key stakeholders such as CRD, utility companies, BC Transit for consultation and input to the Climate Action program.

Perform related duties where qualified.

### **INDEPENDENCE**

Difficult or unusual problems are discussed with the supervisor or other senior staff who review the work for accuracy, thoroughness, and achievement of desired outcomes.

### **WORKING CONDITIONS**

#### **Physical Effort:**

Normal.

#### **Mental Effort:**

Meet multiple project deadlines. (occasional)

Long periods of intense concentration while entering data, undertaking analysis and modelling, and preparing graphical output. (frequent)

#### **Visual/Auditory Effort:**

Focus on detailed spreadsheets, databases, digital models, drawings, maps and VDT for long periods. (frequent)

#### **Work Environment:**

Normal

### **KEY SKILLS AND ABILITIES:**

Organize and prioritize work.

Understand and apply the principles and methods of climate science, surveys and statistical analysis.

Excellent facilitation/presentation skills; strong communication skills including ability to explain technical information to a non-technical audience.

Read and interpret census and other statistical data, ortho-photos and geo-databases.

Understand and apply research, analysis, and documentation techniques.

Creative design skills for reporting information generated through GIS and other technical mapping and modelling.

Advanced level operation of current City word processing, spreadsheet, database and related speciality software. (GIS mapping and modelling, ArcGIS 9)

Experience in computer modelling and forecasting, remote sensing and related software (IDRISI) desirable.

Interpret related policies and regulations.

Facilitate public consultation meetings and workshops.

Compose and present proposals, public displays and progress reports.

Maintain accurate records.

Establish and maintain effective working relationships.

Represent the City to the public and outside agencies.

### **QUALIFICATIONS**

#### **Formal Education, Training and Occupational Certification:**

Planning or other Technical School diploma including advanced courses in GIS, climate change, sustainability, climate research and analysis, and computer-aided graphics, mapping and modelling. (2 years)

#### **Experience:**

2 years of related experience, including experience with GIS or an equivalent combination of education and experience.

### **OTHER:**

May be requested to substitute in a more senior position.

Required to work irregular hours (premium item)

**JC: new**

**TESTING MAY BE CONDUCTED  
THIS IS A CUPE LOCAL 50 POSITION**