

JOB DESCRIPTION

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1. Position No. <u>82302TBD, 82303</u>	2. Descriptive Working Title Sustainability & Waste Reduction Coordinator (SWRC)		3. Present Classification AO2
4. Branch Operations	5. Department Lower Mainland Directly Managed	6. Work Location Hybrid – Site Central	Date July 2023
7. Position No. of Supervisor 301302	8. Descriptive Work Title of Supervisor Manager, Recycling and Waste Management		9. Classification of Supervisor Excluded Mgmt
10. Job Summary:			

Reporting to the Manager, Recycling and Waste Management, the Sustainability & Waste Reduction Coordinator (SWRC) assists in the development, promotion, delivery and evaluation of tenant and staff engagement initiatives and programs that support BC Housing waste management and sustainability commitments. He/She/They focus specifically on sustainable waste management practices at public housing sites in the Lower Mainland and other regions in BC with the goal to reduce the amount of residential waste generated at BC Housing sites, increase compliance with existing recycling programs and ongoing education on sustainable practices.

The incumbent assists in planning, coordinating, and implementing site specific staff, tenant, and vendor engagement initiatives with a focus on sustainable practices based on Provincial, Municipal, Federal mandates and guidelines and promotes established best practices to reduce waste.

The position travels to different sites throughout the Lower Mainland with occasional travel to other parts of the province to conduct work. The position partners with health services, emergency services and sustainability staff on an as needed basis and enhances engagement with internal and external stakeholders under the direction of the Manager.

11. Duties:	The scope of duties performed may vary depending on the region and business needs.
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Sustainability, Recycling and Waste Management

1. Implements relevant strategies, activities and best practices based on internal guides, Industry standards and sustainability toolkits and updates recycling protocols as needed.
2. Recommends activities based on the assessment of sustainability and waste reduction barriers and benefits for each stakeholder group (tenants, site staff, vendors, BC Housing) at specific sites.
3. Conducts independent waste management audits and preliminary analysis and coordinates with Municipalities and Metro Vancouver for waste management audits/assessments.
4. Generates regular and ad hoc reports and data based on site visits and waste management audits and shares findings with the Director of Sustainability and Resilience or the designate.
5. Evaluates existing site-specific waste management infrastructure and makes appropriate site retrofit recommendations based on collective feedback, availability of funds and priority needs.
6. Supports waste management initiatives at other non-profit housing providers as required.

External and Internal collaborations

1. Develops and manages partnerships with internal stakeholders, local communities, municipalities, and vendors that provide recycling and waste management services to enhance waste management practices.
2. Partners with BC Housing site staff, Health Services team, Community Development and Sustainability teams to achieve sustainable, environmentally friendly practices and waste reduction.
3. Liaises with waste management companies and third-party vendors to build positive relationships.
4. Audits vendor invoices for accuracy and takes corrective actions including assisting with pilot initiatives.

Communications and Marketing

1. Utilizes tenant preferred communication methods with the assistance of building managers and communicates with BC Housing tenants on recycling, sustainability and waste reduction dos and don'ts.
2. Partners with team members to create, maintain, update and distribute communication materials including guide sheets, flyers, brochures, and posters to educate, encourage and sustain waste management practices.
3. Promotes other relevant programs as directed by supervisor.

Facilitation

1. Partners with team members within and outside the dept to plan, deliver, and facilitate community events, workshops, presentations, and educational activities using appropriate formats.
2. Facilitates staff and tenant engagement evaluations in partnership with other team members.
3. Documents events/activities (video and photographs) and produces relevant reports including assessment of participation levels based on events and activities.
4. Identifies key success factors and recommends improvements based on feedback.
5. Conducts post-delivery evaluations using multi-pronged approaches to measure and collect information on the successes and or improvements.

Tenant Interactions

1. Coordinates with building managers and site staff to provide information to newly arrived tenants to increase the visibility of waste management programs and encourage participation.
2. Interacts with tenants at various sites to learn about barriers to sustainability and coordinates corrective measures.
3. Assists tenant engagement team in sustainability, recycling, and waste management initiatives.
4. Assists in emergency preparedness initiatives and aids in tenant health initiatives.
5. Utilizes community based social marketing techniques to educate and inspire behavioral changes to reduce environmental impact.

STAFFING CRITERIA

1. Position No. <u>82302, 82303-TBD</u>	2. Descriptive Working Title Sustainability and Waste Management Coordinator	3. Present Classification AO2
4. Education, Training and Experience		

Bachelor's degree in sustainability, waste management, environmental sciences, social sciences, or other relevant discipline.

Sound experience in recycling and waste reduction initiatives.

Some direct industry experience in waste management and sustainability, facilitation in community settings, program evaluation and working with people from diverse socio-economic backgrounds.

Or an equivalent combination of education, training, and experience acceptable to the employer.

5. Knowledge, Skills, and Abilities

Core Competencies:

- Personal Effectiveness
 - Communication
 - Results Oriented
 - Teamwork
 - Service Oriented
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- Sound knowledge of recycling protocols, sustainability practices and programs, climate change and policies related to sustainability.
 - Some knowledge of recycling and waste removal protocols and transportation of said materials from residential, multifamily and ICI's (institutional, commercial, and Industrial).
 - Some knowledge of community based social marketing and community development.
 - Basic understanding of behavioural change, community education frameworks and programs.
 - Basic understanding of sustainability barriers.
 - Excellent interpersonal and communications skills including presentations, and workshop facilitation.
 - Proficient in MS Office and Internet search tools.
 - Good skills in group management and conflict resolution.
 - Good skills in outreach and workshop facilitation.
 - Ability to organize and administer programs to a diverse group of people facing multiple barriers and challenges. Ability to support and develop positive working relationships across various levels internally as well as externally.
 - Ability to educate in a friendly, engaging, and non-judgmental manner.
 - Ability to navigate challenges through consensus building.
 - Ability to work independently and in a team and partnership context as part of a multidisciplinary team.
 - Ability to undertake physical work for significant periods of time and ability to lift 15kg.
 - Ability to travel and work periodic evenings and weekends; transportation arrangements must meet the operational requirements of the position.
 - Valid Class 5 BC driver's license and access to a vehicle.

6. Occupational Certification
