ENVIRONMENT & CLIMATE CHANGE POLICY ADVISOR

The position of Environment & Climate Change Policy Advisor is a full-time contract position. The position reports directly to the Director of Policy & Government Relations.

General

The Environment & Climate Change Policy Advisor provides NSFM with policy and research support in consideration of the province's strategy around the environment and climate change. The position will engage with local governments in supporting their efforts in adaptation, GHG reduction, and solid waste diversion. In addition, this position will provide general policy and research support to NSFM.

Specific Responsibilities

1. **Policy & Research Support**
   - Advise on regulatory and legislative frameworks to enable municipal energy transition projects
   - Compile and analyze measurable reductions by municipalities in greenhouse gas emissions, such as net zero buildings, where information exists
   - Compile and coordinate measurable adaptation efforts undertaken by municipalities
   - Conduct research and analysis and propose recommendations to address policy issues and opportunities
   - Coordinate municipal input and information exchange on the development of offshore wind in Nova Scotia

2. **Administrative**
   - Coordinate with municipalities on green infrastructure projects being funded through the Canada Community-Building Fund (CCBF) and the Growth and Renewal for Infrastructure Development (GRID) program
   - Prepare and provide presentations and briefings on research and policy issues
   - Provide policy support to the CEO, Board, Committees, leadership team, stakeholder committees, and subcommittees
   - Serve as a communication link between the province and municipalities regarding alternative energy projects

3. **Committees & Working Groups**
   - Assist in the creation of new committees, as required
   - Enhance participation with municipalities through the Municipal-Provincial Priorities Group (sub-committee of Solid Waste Resource Management Regional Chairs) to drive municipal participation in diversion and circular economy targets
   - Participate on committees as assigned and provide support as needed, including coordinating presentations, issuing reports, and presenting feedback

4. **Engagement and Outreach**
    - Attend member meetings and conferences, as required
    - Contribute to external communications, including printed magazines and material, social media, surveys, and website updates
    - Coordinate with provincial and municipal fund navigators to leverage funding in support of municipalities
    - Coordinate with the Communications Advisor to provide policy positions to the media and to respond to media requests
    - Engage and advise member organizations on related policy issues
    - Enhance work with provincial and municipal fund navigators to leverage funding opportunities, from feasibility studies to building phases
    - Support two-way communication with municipalities related to the efforts of the Department of Fisheries & Aquaculture to address climate change and energy transition in the seafood sector

5. **Reports & Miscellaneous**

Complete and submit detailed regular reports to the Department of Environment & Climate Change by the prescribed deadline, in accordance with the specifications outlined in the project approval letter. Complete regular reports as directed and carry out other duties as assigned by the Director of Policy & Government Relations.