

# Sustainability Specialist

## ROLE OVERVIEW

**Sustainability Specialist's are subject matter experts that largely addresses organizational Environmental Social Governance (ESG) ratings disclosures, methodologies, emerging trends, and best practices.**

They lead the development and maintenance of ESG action plan and performance improvement plans to maximize organizations performance on these ratings disclosures. They measure sustainability performance and implement approved programs and initiatives to effect measurable reduction in the organizations carbon pollution and emissions. They develop and deliver sustainability guidance tools, education, and procedures to assist employees with sustainability objectives while also identifying concerns, policies, and responsibility towards achieving sustainable outcome.

The role involves reporting on key performance indicators obtained by researching sustainability frameworks, trends and collecting and analysing data. A Sustainability Specialist uses advanced statistical tools and techniques to measure, interpret and analyze historical data for the purpose of monitoring trends and opportunities to enable strategic decision making by senior management. The overall objective of a sustainability specialist is to continuously improve the sustainability performance of the client(s). They achieve this by leading and contributing to organizations' sustainability projects, ensure proper implementation of existing and emerging legislation, regulations, and policies.

They engage in stakeholder partnerships with necessary agencies, departments, and institutions to achieve organization and community sustainability targets. They usually require a bachelor's degree in environmental science, or a related field and a minimum of two to three years work experience in a ESG or sustainability related role.

## STRATA LEVEL: 3B – Technical Specialist

**Also Known as:**

- Sustainability Manager
- Sustainability Consultant
- Sustainability Programs Specialist

**Education and Experience:**

- A bachelor's degree in Environmental Science, Geography, Biology, Planning, Engineering or related field.
- Minimum of 2-3 years experience in sustainability or ESG (Environmental Social Governance) related role.
- Environmental Audit certificate may be considered an asset.
- Working knowledge or fluency in research and data tools such as AutoCAD, Microsoft office, life cycle assessment (LCA), Structured Query Language (SQL).

**Associated NOC(s):**

- **4161** – Natural and applied science policy researchers, consultants and program officers



## TECHNICAL



### Research

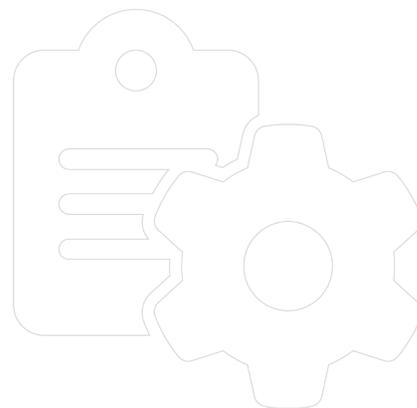
**Applies appropriate methods and techniques using empirical and/or measurable observation in their research to improve, correct or increase knowledge in a field of study to solve specific problems.**

- Research regulatory compliance requirements and emerging literature pertaining to the clients' operations for an in-depth understanding of the existing programs or processes, and opportunities for improvement.
- Researches the environmental effects of company operations to determine the impacts of departmental initiatives, plans and activities on sustainability.
- Collaborates with internal decision makers to gather information towards organizational goals and objectives prior to researching to ensure alignment.

### Program Development

**Develops a plan of actions for an organization's program objectives to clearly define the scope, risks, objectives, and critical success factors to provide guidance and develop effective programs.**

- Works with senior leadership to develop a long-term program plan for each year to create actionable items and track deliverables.
- Collaborates with co-workers to draft requests for proposals/submissions to support the bid for specific projects relating to organizations sustainability target.
- Creates and develops sustainability resources for a variety of audiences to communicate information in a creative and digestible manner.
- Participates in project strategy sessions to develop and implement initiatives on sustainability practices.



## Program Delivery

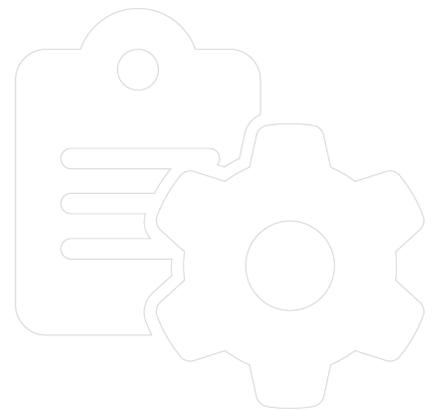
**Represent the organization in presenting the program to ensure that the program remains aligned with the organization's strategic objectives and program plan as circumstances change.**

- Employ a variety of approaches, learning styles, and mediums to instruct and inform participants on sustainability initiatives.
- Advise external stakeholders and the public on measurable initiatives to reduce community waste and emissions.
- Collaborates with organizations, institutions, academia, and the public to deliver sustainability programs to increase awareness and promote actionable change.
- Coordinates surveys for new and ongoing sustainability related projects to communicate results to senior leadership to inform decision making.

## Data Analysis

**Applies recognized statistical tools and techniques to interpret and analyze historical data for the purpose of identifying trends and opportunities to enable strategic decision making.**

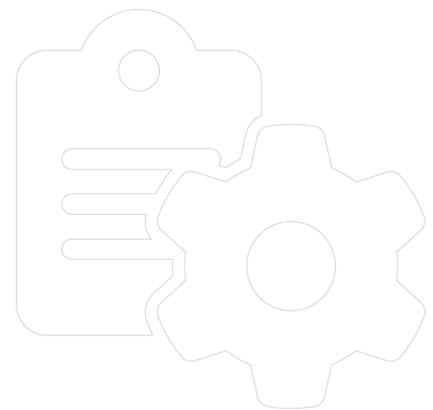
- Collects baseline and trend data on operational metrics to develop insights and report on key sustainability performance indicators.
- Applies quantitative and qualitative data analysis methods to determine environmental impacts of an organization's campaigns and initiatives.
- Analyses and interprets structured and un-structured environmental data to prepare comprehensive reports and present recommendations to senior management.
- Parses data results to identify sustainability performance trends to enable strategic decision making.



## Stakeholder Relationship Management

**Develops and manages partnerships with necessary agencies, departments, and institutions to achieve organization and community sustainability targets.**

- Develops new relationships with external ESG ratings organizations to improve an organization's sustainability awareness.
- Participates in stakeholder meetings and strategy sessions on collective implementation of sustainability initiatives.
- Establishes relationships with the local community to improve ESG disclosure, commitment, and performance.
- Maintains working relationships, both internally and externally, to foster a network of influence and connectivity to improve prospects.
- Establishes a sustainable network of partnerships to explore business opportunities and collaboration.



## PERSONAL AND PROFESSIONAL



### Communication

**Positively directs outcomes by delivering communication that results in a better understanding of goals and objectives that captures interest and gains support for immediate action.**

- Delivers presentations to both public and professional audiences on sustainability related topics.
- Acts as a subject matter expert to respond to sustainability related questions from investors and stakeholders.
- Communicates organizations sustainability performance and progress to senior management to aid decision-making.
- Communicates project updates and sustainability related matters to members of the team and senior management.
- Facilitates strategy sessions to keep stakeholders and public informed of sustainability goals

### Collaboration

**Engages in professional collaborative efforts with other members of the team, including sharing information and expertise, utilizing input from others, and recognizing others' contributions to work towards a common goal.**

- Work in partnership with other practitioners, both internal and external, to execute projects.
- Shares relevant and useful knowledge, experience, or expertise to aid team members accomplish their objective more efficiently or effectively.
- Works cooperatively with multiple stakeholders, demonstrating a willingness to consider alternative approaches, ideas, or insights.
- Provides team members with constructive feedback and perspective to aid in the completion of a task or goal.
- Shares feedback from stakeholders and senior management to ensure transparency in work performance and expectations.



## Professional Ethics

**Demonstrates honesty, responsibility, respect, and fairness in decision making to diminish risk, increase trust, and improve long term success.**

- Accurately and honestly conveys potentially difficult information to ensure that risks, incidents, and other pertinent are understood by the appropriate persons, including management.
- Respects confidentiality and sensitive information in reports as appropriate to uphold privacy of the individuals involved.
- Takes an unbiased stance to interpreting new information to solve a problem in an objective manner.



## LEGAL, REGULATORY, AND POLICY



### Regulatory Compliance

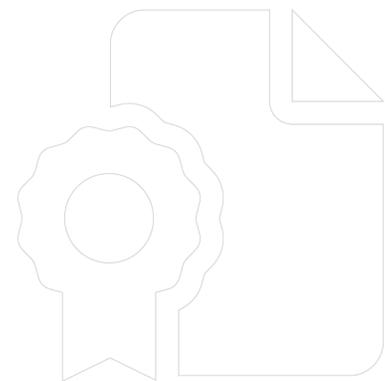
**Adheres to specific regulation and legislation within a defined jurisdiction to monitor organizations compliance and implementation of best practices.**

- Monitors the application of emerging legislation, environmental policy, and standards within the organizations sustainability framework.
- Demonstrates knowledge of regulatory requirements governing licensing or zoning to ensure organizations compliance.
- Analyzes relevant regulations, legislations, and standards to ensure programs comply with laws, regulations, and standards on sustainability.
- Evaluate internal project applications to ensure compliance with sustainability targets and environmental regulations, legislation, and policies.
- Participates in the development of internal policy and procedures to ensure assessments are conducted in accordance with all legal requirements.

### Environmental Policy Evaluation

**Evaluate the sustainability of an organizations policy(s) to develop suitable alternative to support sustainable business practices.**

- Collate research into organizational best practices with stakeholder feedback to identify the effectiveness of existing policy.
- Identify sustainability policies that align with organizational values to support the development of sustainable practices.
- Recommend valid policy alternatives to draw clear and measurable insights to evaluate new policy.
- Encourage feedback from stakeholders to assess the content of policy changes to further continuous improvement.



## ENVIRONMENTAL



### Sustainability Research

**Research external sustainability frameworks, industry trends, and environmental sentiment to develop performance metrics to improve internal commitments to sustainability.**

- Determines a company's internal sustainability metrics to develop a baseline to measure improvements and progress.
- Leads research studies to gain information on issues related to sustainability to support the development of policy related projects.
- Tracks emerging sustainability trends to inform ongoing research and development of future organizational procedures.
- Develops evidence-based initiatives to improve the organizations internal environmental sustainability practices.

### Sustainability Reporting

**Leads the reporting of research findings and key performance indicators on environmental social governance to improve sustainability efforts and inform senior management for decision-making.**

- Updates an organizations digital content to reflect reporting on sustainability topics such as water stewardship, biodiversity, and greenhouse gas emissions.
- Develops business cases and makes recommendations to management to enhance sustainability efforts of the organization.
- Prepares reports and briefing notes for presentation to stakeholders and external audiences on research findings in relation to sustainability issues.
- Provides quarterly progress report on Environmental Social governance action plan and performance improvement plan to inform decision-making.



## Environmental Social Governance

**Monitors and evaluates a company's commitment to environmental and social goals to promote, develop, and improve internal governance consistent with diversity, equity, and inclusion.**

- Leads the development and maintenance of an ESG action plan and performance improvement plan to maximize an organization's performance on ESG disclosures.
- Monitors emerging ESG trends to ensure an organization's sustainability efforts are consistent with current trends.
- Supports the implementation of an organization's environmental management program priorities.
- Leads the completion of the DJSI (Dow Jones Sustainability Index) questionnaire and other sustainability ratings and rankings questionnaires to ensure accurate representation of organizations efforts.
- Integrates sustainability programs and objectives into existing processes and project decisions.

