



NOTICE: Effective January 15th the OPS will be posting new job advertisements on the eCareers website daily. New job advertisements will be posted throughout the week, Monday through Friday. Please check the site regularly to see new opportunities available within the OPS.

Please note that the **job alert** function is temporarily unavailable. We are working on correcting the issue, but in the meantime, please check the website regularly for updated job posting details. We will post an updated message on the site when the job alert function is functional again.

Job Specification

Position Title: Regional Renewable Energy Program Coordinator
Job Code: AMAPCEO - Resources Plan MgtA/UPRP18, 18PRP
Job ID: 19615

Purpose of Position:

Under the direction of the Regional Manager and matrixed to the Manager, Renewable Energy Section of Lands and Waters Branch:

- To provide regional coordination and leadership in the development, delivery and monitoring of the Ministry's Renewable Energy program, including the allocation of Crown land for wind and water electricity projects and the use of other Crown resources such as forest biomass and other opportunities and technologies.
- To communicate and liaise with a wide range of Ministry programs, with experts and partners from other provincial and federal agencies and departments and with clients and stakeholder organizations (e.g. municipalities, NGOs, First Nations), in support of the Renewable Energy program.
- To provide Renewable Energy program information, advice and recommendations to other Ministry initiatives including resource management planning (e.g. parks and forest management plans), specific program initiatives and the linkage to and assessment of science priorities.
- To provide appropriate participation, representation, leadership and coordination in regional renewable energy initiatives.

Duties/Responsibilities:

Program planning, development and implementation

- Plan, coordinate, lead and promote the Ministry's regional renewable energy program by coordinating and participating in the establishment of regional objectives, activities, plans and priorities.
- Monitor and evaluate activities, recommend actions and requirements to meet plans and schedules. Contribute to the development and implementation of performance measures and reporting criteria.
- Lead the regional renewable energy forum(s), to identify policy and program implementation related issues and to develop recommendations for remedial action.
- Implement provincial renewable energy program priorities at the regional level and act as regional representative on the provincial coordinating team to ensure that provincial direction is integrated into the regional context.
- Coordinate the MNR reporting component of the Regional Renewable Energy program.
- Lead implementation of Ministry information collection, scientific analyses, modeling and syntheses of renewable energy information to support local, cross Ministry and/or interagency resource management needs and meet Ministry project and program commitments.
- Provide representation, leadership and coordination of Region wide renewable energy initiatives, as they relate to the provincial and international interests (e.g. provincial work planning teams, International Joint Commission, Great Lakes, James Bay).
- Participate in regional and provincial committees such as regional and provincial Competitive Site Release Teams and Regional Energy Forums.

Client and Stakeholder Liaison

- Build and maintain strong and effective liaison within various Ministry work units, field offices and programs in support of the regional renewable energy program.
- Liaise with other ministries and agencies (e.g. Ministry of Environment, Ministry of Energy, Hydro One, federal agencies), non-government organizations (e.g. First Nations) and stakeholders to promote cooperative partnerships and to develop and implement strategies to achieve renewable energy program goals and objectives.

- Foster professional working relationships, partnerships and business arrangements with government agencies and non-government organizations, including accountability agreements.
- Foster professional working relationships that lead to use of efficient means to manage projects and to positively impact the provincial renewable energy program (e.g. use of IM/IT to improve efficiency and awareness of project status).

Communications / Training

- Contribute to the development of provincial level communications plans for renewable energy.
- Implement approved communication plans at the local and regional level.
- Act as a regional spokesperson on renewable energy issues, objectives and activities.
- Design, prepare and deliver renewable energy information products for a variety of audiences (e.g. regional and provincial level professional and management staff meetings and committees, MNR senior management, clients and stakeholders, communities).
- Contribute to regional and provincial identification of renewable energy training needs for MNR staff (e.g. renewable energy analyses, modelling techniques, socio-economic valuing, policy interpretation) and contribute to the provision of these training needs.

Monitoring / Evaluation / Compliance

- In concert with Ministry's program, field and science staff, contribute to the evaluation the impacts of the renewable energy program upon aquatic and terrestrial resources (e.g. species impact, habitat loss, environmental impacts, sedimentation, impingement, etc.).
- Monitor and evaluate the effectiveness of Ministry renewable energy program policies, procedures and activities and contribute to the ongoing provincial review and improvement of these policies, programs and activities.
- Provide and coordinate program or technical input into strategic plans or policies to restore/maintain ecosystems that might be affected by renewable energy initiatives.
- Monitor and report on the regional status and contribution of new, renewable energy projects to meet provincial energy objectives.
- Ensure regional renewable energy program planning and activity compliance with various Environmental Assessment Act processes, including MNRs Class E.A.s and the Electricity Regulation.

Knowledge:

Awareness of the government and ministry position on clean, renewable energy supplies and sources, within the context of Ontario's overall energy needs.

Advanced knowledge in resource management planning, land use and related resource management legislation, policies, theories and practices.

Excellent knowledge of Ministry field operations, programs and operational procedures, including work program planning and reporting requirements.

Knowledge of and expertise in applying theories, principles and practices of ecosystem based management to aquatic and terrestrial resources. Knowledge of the impacts of environmental change, anthropogenic stress, and exploitation on aquatic and terrestrial ecosystems, including analytical skills to lead/conduct analysis for input to the development of provincial renewable energy science and effectiveness monitoring initiatives. Knowledge of and expertise in understanding the socio-economic aspects of the renewable energy program.

Strong working knowledge of environmental standards, guidelines and legislation relevant to the renewable energy program, such as the Lakes and Rivers Improvement Act, the Public Lands Act, the Crown Forest Sustainability Act, Aggregate Resources Act, the Municipal Act, the Environmental Assessment Act, the Canada Fisheries Act and the Migratory Birds Act.

Demonstrated project management skills to plan, develop, assign, coordinate and monitor regional level renewable energy work plans. Advanced project management skills include planning, fiscal and budgeting skills, time management, use of IM/IT tools to effectively monitor, evaluate work progress and develop a work plan and effectively coordinate project and program activities.

Highly developed facilitation, mediation, problem solving and conflict resolution skills to effectively identify various perspectives, determine areas of common agreement and develop and gain support from a variety of partners, clients and Ministry staff. Tact, discretion and motivation skills to encourage various individuals and groups to freely and objectively voice their views during the development of implementation plans.

Advanced oral and written communication skills to clearly and succinctly identify issues, options, recommendations and their rationale and to persuasively present the Ministry position. Excellent communication skills for interaction with clients to articulate Ministry objectives and to prepare and present progress reports. Excellent oral and written communication skills to: make presentations on the Ministry's position with respect to renewable energy issues; respond to media/public enquiries; and meet ministry reporting requirements including work plans, briefing notes, status reports, media contact

reports and presentations that facilitate or support decision making or report status.

Demonstrated issue management and problem solving skills including strategic thinking.

Knowledge of human resource management techniques to provide leadership, guidance and direction to program staff and planning teams.

Working knowledge of the Occupational Health and Safety Act and those regulations made under the Act.

Judgement:

Position works under the direction of the Regional Planning or Regional Operations Unit Manager and in a matrixed reporting relationship to the Manager of Renewable Energy Section, within the broad framework of ministry processes and legislative requirements.

Work is performed with some latitude for independent decision making, within the context of the approved Results Based Plan, and in accordance with the Ministry's strategic direction (Our Sustainable Future).

Judgement is required to effectively liaise with staff and management at various levels within the ministry/government, other jurisdictions and partners/stakeholders, in order to build consensus for initiatives and to develop effective responses/strategies to issues and concerns of a sensitive and contentious nature.

Judgement also involves providing senior leadership to the development and implementation of regional renewable energy work plans, projects and activities and the provision of support and direction to Ministry staff and others on program implementation, on behalf of the Regional Director, Regional Planning or Operations Unit Manager and/or the Manager of Renewable Energy Section. Judgement is required in making management recommendations and providing input into resource management plans. Recommendations/reports in support of management decisions at a region or province wide scale, normally have significant ecological or socio-economic considerations and must be of sufficient calibre to withstand the scrutiny of scientific community (peer review), external consultants working for resource users and developers and legal challenges.

Good judgement is required in development and maintenance of internal and external partnerships.

Judgement is required when representing provincial Ministry interests on regional and provincial task teams and committees.

Judgement is required when acting for or representing the Manager(s) at meetings and functions.

Judgement is required in developing affordable annual work plans and prioritizing regional and provincial program activities.

Judgement is exercised in prioritizing proposals from clients and stakeholders and recommending projects for implementation.

Accountability - Programs:

Responsible to the Regional Planning Manager or Operations Unit Manager and matrixed to the Manager of Renewable Energy Section, in support of Provincial Renewable Energy program. Position is responsible for coordinating short and long term plans and program development and for providing expertise and advice to support program development for a wide range of complex and inter-related issues and initiatives affecting the Ministry's renewable energy program. Coordinates activities to ensure compliance with statutory requirements, agreements and the achievement of program targets. In addition, the incumbent is responsible for making professionally defensible resource management recommendations, evaluating the status of resource and providing input into resource plans at the District, region and provincial level.

Accountability - Personnel:

May be required to provide leadership to professional, administrative and seasonal contract positions. Position is required to work effectively as a leader or member of project and program teams

Accountability - Finance & Material:

Coordinates Regional Renewable Energy Program work planning process, including making recommendations on budget allocation and work program and work unit priorities.

Position assists in the preparation of requests for proposals to retain external consultants/experts involved in renewable energy assignments/projects; assists in preparation of agreements for partners/organizations requesting project funding. Monitors the progress of these projects, and ensures timely and accurate reporting.

Accountability - Impact of Errors:

Poor program or project design could compromise the integrity of resource management decisions and the integrity of resource management plans, and possibly compromise the credibility of the Ministry and result in significant negative environmental, economic and social impacts, or backlash from clients and other stakeholders.

Poor design, analysis or interpretation could seriously compromise the ability for the Ministry to meet interagency and internal accountability agreements, thereby compromising the credibility of the Ministry/division/program and impact potential for sustaining effective partnerships within and external to the Ministry and future interagency projects and initiatives. MNR is subject to provincial and federal legislation and international agreements related to its role in managing the Provincial renewable energy program.

Contact - Internal:

Frequent contact with the Renewable Energy Section Manager, Lands and Waters Branch management and professional staff, and other program managers and professional staff within NRMD, FSD and SIRD. Regular contact with District and Regional Managers, as well as Regional Planning, Science and Operations staff, District staff and MNR Engineering Unit staff involved in the renewable energy program.

Contact - External:

Regular contact with related program staff in other government agencies (e.g. provincial ministries, conservation authorities, municipalities, Department of Fisheries and Oceans) and non-government organizations (e.g. Hydro One, Ontario Power Generation, Ontario Waterpower Association, Canadian Wind Energy Association) with activities, programs and interests that impact upon the renewable energy program. Contact to coordinate programs, provide or solicit or receive advice and information or to resolve problems.

Periodic contact with other government agencies, non-government organizations (e.g. First Nation provincial treaty organizations and regional Tribal Councils), stakeholder groups (e.g. Ontario Federation of Anglers and Hunters, Ontario Nature), academic institutions, etc. to exchange information, explain MNR programs and foster partnerships.