

Class No.:	Administrator
Original Date:	August 2025
Last Revision Date:	
Pay Grade:	11

JOB DESCRIPTION

MANAGER, SUSTAINABILITY AND INFRASTRUCTURE PLANNING

NATURE AND SCOPE OF WORK

Reporting to the Director, Planning & Projects, and the Sustainability Committee, the Manager, Sustainability & Infrastructure Planning provides strategic leadership to integrate sustainability principles into University operations and long-term planning. The role is responsible for developing and implementing sustainability initiatives, leading energy conservation and capital renewal programs, and ensuring compliance with environmental standards, codes, and regulations.

The Manager identifies, assesses, and prioritizes deferred maintenance and infrastructure projects, prepares funding submissions, and coordinates project planning and implementation in collaboration with academic, administrative, and external stakeholders. The role also leads policy and standards development related to sustainability and infrastructure planning, ensuring alignment with the University's Strategic and Academic Plans.

Reporting to the Manager, Sustainability and Infrastructure Planning is the Sustainability Planner.

ILLUSTRATIVE EXAMPLES OF DUTIES

Planning and Strategy

- Lead University-wide sustainability planning and reporting, ensuring alignment with strategic priorities and environmental commitments.
- Develop governance structures, policies, and standards for sustainability initiatives, infrastructure renewal, and energy management.
- Identify, prioritize, and secure funding for capital renewal and energy efficiency projects, preparing proposals, briefing notes, and business cases as required.
- Develop and maintain, in consultation with the Director, Facilities Operations, and members of Facilities Operations, an energy conservation program, setting targets and strategies to reduce energy consumption and greenhouse gas emissions.

- Review and contribute to architectural/engineering plans and University Design Guidelines to ensure compliance with standards, codes, regulations, and sustainability objectives.
- Monitor emerging technologies and best practices in sustainability, energy management, and infrastructure renewal and apply them to University planning.

People Management

- Provide leadership, direction, and coaching to the Sustainability Planner and other team members, fostering collaboration, innovation, and high performance.
- Oversee recruitment, training, performance management, and staff development to build a capable and engaged team.
- Delegate responsibilities effectively, set clear expectations, recognize achievements, and address performance issues proactively.
- Administer the collective agreement for staff, including hiring, performance, leaves, discipline, and grievances, in consultation with PCD; represent management in grievance processes where required.
- Build and maintain collaborative relationships with peers, post-secondary institutions, municipalities, government agencies, and NGOs to remain informed on trends and best practices.

General Administration

- Manage and monitor projects and budgets to ensure alignment with institutional priorities, funding requirements, and timelines.
- Evaluate and recommend best practices in sustainability and infrastructure planning from peer institutions and industry.
- Prepare reports for senior management, provincial agencies, and external stakeholders, including sustainability tracking and compliance reporting.
- Ensure the accuracy and updating of infrastructure asset data within the VFA asset management tool.
- Represent Planning & Projects on University committees and perform other related duties as required.
- Stay current with industry trends through publications, conferences, and professional development.
- Contribute to the development, implementation, and administration of departmental policies and procedures.

REQUIRED TRAINING AND EXPERIENCE

- Undergraduate degree in Environmental Sustainability, Engineering, Facilities Management, or a related field; advanced degrees an asset.
- Minimum seven years of related experience in a large, complex environment; experience in post-secondary or public-sector unionized settings preferred.
- Professional designation in sustainability, planning, and/or project management an asset.
- Equivalent combinations of education, training, and experience may be considered.

- Supplemental relevant technical courses an asset.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

Analytical & Technical Skills

- Strategic and results-oriented thinker with proven ability to analyze complex problems and deliver innovative solutions.
- Strong knowledge of sustainability principles, energy conservation, infrastructure planning, and deferred maintenance.
- Experience with sustainable building strategies, life cycle cost analysis, and evaluation of building systems.
- Expertise in project planning, report preparation, and budget management.
- Ability to interpret and apply legislation, codes, bylaws, and standards relevant to facilities and sustainability.
- Ability to develop and manage energy management programs, including familiarity with Leadership in Energy and Environmental Design (LEED) principles, STARS reporting, and emerging technologies.

Project Management and Administration

- Demonstrated ability to lead projects from inception to completion involving multiple stakeholders.
- Strong planning, organizing, and execution skills to meet deadlines and departmental objectives.
- Proven ability to prepare comprehensive briefing notes, business cases, and funding submissions.
- Knowledge of budgeting processes and ability to manage project and portfolio budgets.
- Experience in developing and improving processes, documentation management, and producing manuals and checklists.

Leadership and People Management

- Proven ability to recruit, coach, mentor, and inspire staff while managing performance and fostering professional growth.
- Skilled at conflict resolution, setting expectations, and creating collaborative team environments.
- Inclusive, adaptive, and influential leadership style with a focus on achieving results.

Communication and Interpersonal Skills

- Excellent written, verbal, and presentation skills, with the ability to communicate complex information clearly and persuasively.
- Strong relationship-building skills with internal and external stakeholders, including government agencies, municipalities, senior management, consultants, faculty, staff, students, and others as required.
- Politically astute and adaptable when working across diverse groups and institutional levels.

- Ability to anticipate multiple scenarios, proactively solve problems, and apply foresight in decision-making.

Other Key Competencies

- Highly results-oriented with a commitment to delivering impactful outcomes effectively.
- Continuous improvement mindset, staying current with trends and best practices.
- Comfortable working under pressure, with time constraints and shifting priorities.
- Working knowledge of change management, social marketing, and persuasion techniques.
- Proficiency in Microsoft Office Suite (Word, Excel, Visio) and other related technologies.

REQUIRED LICENCES AND CERTIFICATIONS

- Holds and continually maintains a valid class 5 British Columbia driver's license.