

Senior Waste Policy Planner Job Number: 50397

Reporting to the General Supervisor of Waste Strategy, this position is responsible for developing, evaluating and implementing strategic policies and projects in highly complex areas. The key focus for this position will be leading the development of programs and activities aimed to reduce the overall generation of waste in the City through implementing programs such as the Waste Reduction Roadmap and Edmonton's Single-Use Item Reduction Bylaw.

What will you be doing?

- Waste Management Policy Development and Implementation
- Lead the identification, research and implementation of policy issues related to waste elimination, reduction, reuse, diversion and residual management
- Proactively monitor and research relevant policy topics related to the industry
- Lead the provision of specialized advice on highly complex and sensitive policy matters, and advocate for policy positions
- Assist in the development, coordination, and organization of advocacy activities and project-specific government engagement plan
- Develop written materials for internal and external use; including but not limited to, position statements, policies and white papers to support Waste Services and COE Climate Resilience strategic objectives
- Support the Waste Services Branch Manager, City Operations Leadership Team and City Manager in the development, research and implementation of policy and program enhancements, evaluating initiatives and presenting and facilitating discussions with government and other stakeholders
- Monitor implementation of existing programs/policies and initiate review and/or evaluation as to inform future policy development
- Establish Key Performance Indicators to monitor the effectiveness of policies through comprehensive and accurate metrics, transparent reporting and performance management
- Advance "Circular Economy" initiatives, which focus on keeping materials from the waste stream in perpetual use within the market
- Build strong relationships across the Department and other areas of the City to ensure alignment and support an integrated project development/delivery business model
- Build strong relationships with key members of the community in order to reduce cross-sector waste generation and foster reuse opportunities
- Represent the City of Edmonton at a regional and national level, when required, to promote and coordinate waste reduction practices at scale

Qualifications:

- A university degree in Environmental Science, Planning, Business or a related field. Graduate-level degree in Business Administration, Environmental Science, Planning or a related field is preferred
- A minimum of seven (7) years of progressively responsible experience in a combination of:
 - Policy development within the waste and environmental field, specifically waste reduction and diversion strategies. Senior level experience with regional, systems based planning, preferably in large consulting context is required
 - Strategic business planning and consultation in policy development in the waste and environmental field, specifically waste reduction and diversion strategies. Senior level experience in an inter-governmental environment; working with government officials and stakeholders is required
 - Experience developing leading and managing complex, interdisciplinary projects with tight timeframes, competing priorities and corporate performance measures
- A minimum of 3 years managing complex, interdisciplinary projects with tight timeframes and competing priorities
- Positions with supervisory responsibilities must have two (2) years progressively responsible supervisory experience

Skills Required for Success:

- Demonstrated understanding of change management theory and current best practices, particularly with citizen engagement
- Well developed Public engagement expertise, with a demonstrated portfolio of successful engagements performed within time, quality and budget
- Demonstrated application of national waste experience and knowledge, previous development of waste management plans
- Comprehensive research, interpretation and critical analysis skills with the ability to synthesize information and provide a balanced perspective of complex issues
- Advanced and persuasive written and verbal communication skills with the ability to write, evaluate and edit a variety of documents such as reports, policy papers and position statements for multiple level audiences
- Alignment to our Cultural Commitments and Leadership Competencies (<https://bit.ly/4brRrXm>)
- Embracing a culture of equity, diversity, reconciliation and inclusion (<https://bit.ly/3hd2d95>)

Conditions of Employment:

- Hours of Work: 33.75 Hours per week, Monday - Friday
- The weekly hours of work for this position are currently under review and may change at a future time. Any changes will be made in accordance with the City of Edmonton/Civic Service Union 52 collective agreement and the incumbent will be notified in advance.

The City of Edmonton values applicants with a diverse range of skills, experiences and competencies, and encourages you to apply. We strive to provide reasonable access and accommodations throughout the recruitment process. To request an accommodation, please contact employment@edmonton.ca. Learn more about our benefits <https://bit.ly/COEbenefits>.

Up to 1 permanent position

Salary: \$51.171 - \$65.301 (Hourly); \$90,150.510 - \$115,044.040 (Annually)

Talent Acquisition Consultant: NC/SG

Classification Title: Strategic Planning Analyst III

Posting Date: Sep 24, 2024

Closing Date: Oct. 8, 2024 11:59:00 PM (MDT)

Number of Openings (up to): 1 - Permanent Full-time

Union: CSU 52

Department: Waste Services

Work Location(s): 15th Floor Edmonton Tower, 10111 104 Avenue Edmonton T5J 0J4