

**ORGANIZATION:** Nova Scotia Federation of Municipalities

**POSITION TITLE:** Infrastructure and Sustainability Officer

**REPORTING RELATIONSHIP:** Chief Executive Officer

**About NSFAM:**

NSFM is a non-profit organization that advocates, on behalf of all 49 Nova Scotia municipalities, to other levels of government. In addition to advocacy, we provide services to our members in the areas of infrastructure funding and asset management. We are governed by a Board of Directors that consists of elected municipal officials and a representative from the Association of Municipal Administrators, Nova Scotia.

**POSITION OBJECTIVE**

The Infrastructure and Sustainability Officer is responsible for developing and delivering projects, resources, and educational opportunities, and sharing information that enhances the capacity of Nova Scotian municipalities to leverage existing programs and funding opportunities related to asset management and infrastructure projects.

**PRIMARY RESPONSIBILITIES**

**Administration & Planning**

- Assist in the development of an annual contract with the Province of Nova Scotia to support its work in administering the Canada Community-Building Fund Agreement;
- Develop, update and implement an annual work plan that details deliverables and resource allocation for NSFAM's work to support the administration of the Canada Community-Building Fund Agreement;
- Develop monthly/quarterly status reports;
- Prepare reports related to Canada Community-Building Fund projects including pre-construction and signage documents
- Represent NSFAM on various committees, including NSFAM's Active Transportation Committee;
- Serve as the coordinator for the Infrastructure Asset Management Working Group of Nova Scotia by preparing and coordinating meeting agendas, information, minutes and other pertinent items.

**Program Management**

- Support municipalities in making progress on the development of asset management plans;
- Research best practices, and develop and share resources that will help municipalities in becoming leaders in sustainability (including climate change mitigation and adaptation, energy conservation and reduction, renewable energy, infrastructure resiliency, solid waste, water and wastewater, sustainable transportation and greening operations);

- Provide education, information, funding strategies, and other support mechanisms that will increase municipalities' awareness of and capacity to address priority municipal infrastructure and sustainability issues;
- Encourage sharing of information and resources, and inter-municipal partnerships when opportunities arise;
- Identify other government and non-government programs and funding support that is available to municipalities; and

### **Communications & Outreach**

- Lead all aspects of supporting municipalities in meeting Canada Community-Building Fund requirements relating to communications and signage protocols, to increase the profile of projects locally and nationally;
- Develop project spotlights to promote best practices and innovation among municipalities and raise the profile of federally-funded municipal projects;
- Organize and execute project site visits to address possible issues and support municipalities in meeting program eligibility requirements;
- Develop internal and external communications materials (including contributions to newsletters and the *Municipal Observer*) to facilitate the sharing of information and promotion of best practices;
- Identify and track local media communications on infrastructure projects in Nova Scotia through the development of a media bulletin;
- Develop narratives for the annual provincial *Outcomes Report* to demonstrate how the federal investment in the Canada Community-Building Fund is enhancing the ability of Nova Scotia municipalities to complete eligible projects; and
- Liaise with other levels of government regarding the Canada Community Building Fund

### **QUALIFICATIONS**

**Education/Experience:** University degree, preferably in environmental planning/science, and 3- 5 years of experience in a municipal environment.

### **Knowledge**

- Knowledge of Nova Scotia municipal and provincial governments
- An understanding of the Canada Community-Building Fund Program
- Knowledge of asset management and municipal infrastructure challenges and opportunities
- Knowledge of sustainability practices, opportunities and issues, including those relating to climate change mitigation and adaptation, energy conservation and reduction, renewable energy, infrastructure resiliency, waste reduction, water conservation, and sustainable and active transportation
- An understanding of the land-use planning process in Nova Scotia
- An understanding of existing approaches, tools and frameworks for infrastructure, asset management and sustainability planning

**Skills & Abilities**

- Demonstrated project management skills
- Strong organizational and administrative skills, attention to detail and flexible work style
- Excellent analytical and problem-solving skills
- Strong presentation and facilitation skills
- Ability to handle multiple tasks with detail and precision to meet defined deadlines
- Ability to work independently and organize time effectively
- Demonstrated experience in a role closely related to sustainable development, energy or resource conservation, and/or environmental policy development
- Demonstrated experience working with municipalities specifically in the area of asset management
- Demonstrated computer skills in Microsoft Software including Word, Excel, PowerPoint, Outlook

**COMPENSATION**

**Salary Range:** \$70,000-\$75,000

**Benefits:** NSFM offers a health and benefits plan as well as an employer contribution to an RRSP.

**Working Conditions:** This position will be a hybrid office/remote work position.

**Term:** Full-time, 3-year term position with possibility of extension.