



Source Protection Program Coordinator

Contract position to March 31, 2019, with potential for annual renewals
(Annual salary \$71,472 – \$84,084)

GENERAL DESCRIPTION:

The Source Protection Program Coordinator is responsible for coordination of the Trent Conservation Coalition (TCC) source protection program, in conjunction with TCC Conservation Authority partners and on behalf of the TCC Source Protection Committee. Responsibilities include providing support to the source protection committee, source protection plan updates and maintenance, providing support to plan implementers, information retention and sharing, and reporting.

KEY DUTIES:

1. Provide high-quality service to meet Lower Trent Conservation (LTC), municipal, partner, and public expectations.
2. Develop, in conjunction with the TCC Conservation Authority partners, an annual work plan and budget, track task completion and expenditures, and prepare status and final reports for submission to the Ministry of the Environment, Conservation and Parks (MECP), as required.
3. Provide support to implementing bodies to ensure understanding of the Assessment Report and Source Protection Plan policies.
4. Establish and coordinate information exchange protocols with municipalities and other implementers (e.g., reporting templates) and collect information from the TCC Source Protection Authorities on implementation activities, analyse the information to determine how many significant threats were addressed, and prepare and submit annual reports to the Source Protection Committee (SPC) and MECP, on behalf of the TCC Source Protection Authorities, to meet the annual reporting requirements.
5. Provide interpretation of the Assessment Reports/Source Protection Plans at Environment and Land Tribunals, as required.
6. Be responsible for administration of the SPC including but not limited to:
 - a) setting and circulating SPC agendas in consultation with the SPC chair;
 - b) organizing SPC meetings (e.g., meeting room rentals, catering, etc.);
 - c) ensuring that accurate meeting minutes are recorded and circulated;
 - d) preparing correspondence and reports as directed by the SPC; and
 - e) assisting with recruitment/appointment of new SPC Chairs and new SPC members.

7. Prepare reports and give presentations to the Source Protection Committee; TCC management, leads and technical committees; Source Protection Authority Boards; other agencies; interest groups; and the public.
8. Ensure compliance of TCC Source Protection deliverables with the requirements of the *Clean Water Act*, its regulations, and associated provincial standards rules and guidelines.
9. Undertake/coordinate any required updates to the Source Protection Terms of References, Assessment Reports, and Source Protection Plans, as may be required from time to time and retain consultants to complete technical studies, as required.
10. Be responsible for the circulation and posting of all regulatory notices that are relevant to the work of the SPC.
11. Ensure that an on-going communications/education program is in place to promote awareness and understanding of the Trent Conservation Coalition source protection program (e.g., ensure that the website is maintained).
12. Coordinate delivery of any regional TCC stewardship programs, in conjunction with TCC Conservation Authority partners and the SPC, as applicable.
13. Obtain and maintain TCC Source Protection data, and ensure that the 15 year record retention requirements are met and that data is transferred to the Province and implementers, as required.
14. Develop and maintain effective partnerships and client relations with partner conservation authority, municipal, provincial, and federal government staff, other agencies/groups, risk management officials/inspectors, consultants, academics, and the general public.
15. Collaborate with adjacent source protection areas and regions to promote information sharing and consistency.
16. Participate on external committees and attend workshops, as requested/approved by the CAO, and liaise with others, as required, to enhance the Source Protection Program and explore partnership opportunities.
17. Provide coordination of TCC Conservation Authority staff to ensure efficiency on program deliverables, understanding of the Assessment Report and Source Protection Plan policies, and to provide updates to staff, as required, to ensure that they are aware of any program developments or changes.
18. Assist with hiring contract regional staff required to assist with delivery of the Drinking Water Source Protection Program.
19. Train and provide direction to LTC staff, assigned or partially assigned to the regional source protection program, as required, to meet program needs.

20. Supervise and evaluate performance of any regional Drinking Water Source Protection staff that may be hired by LTC from time to time.
21. Adhere with all LTC policies and procedures and ensure that Drinking Water Source Protection staff, contractors, other agencies, or volunteers undertaking work on behalf of LTC, adhere with LTC policies.
22. Undertake other related duties as required, and as assigned by the CAO.

QUALIFICATIONS:

- University degree in environmental studies, geography, natural sciences, water resources, planning, or a related field (or combination of education and work experience in source protection field)
- A minimum of 5 years of work experience related to key duties
- Understanding of provincial *Clean Water Act* and its regulations
- Previous experience with Ontario's drinking water source protection program preferred
- Project management experience including financial planning/tracking
- Excellent interpersonal skills demonstrated through experience working in collaborative partnerships
- Ability to communicate effectively with the public, orally and in writing
- Demonstrated organizational and team leadership skills
- Ability to work independently and prioritize tasks in a fast paced environment
- Valid driver's licence within the Province of Ontario
- Satisfactory police check and driver abstract

DEADLINE:

Mail or email your cover letter (please specify where you learned of the job opportunity) clearly marked "Source Protection Program Coordinator", along with your resume by November 9, 2018 at 4pm to:

Glenda Rodgers, CAO
Lower Trent Conservation
714 Murray Street, RR 1, Trenton, Ontario K8V 5P4
Email: information@ltc.on.ca

- Lower Trent Conservation is an equal opportunity employer in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005* and the Ontario Human Rights Code.
- LTC will provide accommodations throughout the recruitment, selection, and/or assessment process to applicants with disabilities.
- Personal information provided is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*.

*We thank all applicants for their interest; however,
only candidates under consideration will be contacted.*