

JOB DESCRIPTION

TITLE: SENIOR MANAGER, INNOVATION AND SUSTAINABILITY

SCOPE:

The mandate of Forestry Innovation Investment (FII) involves creating, maintaining and diversifying markets in B.C. and abroad for B.C.'s world-class, environmentally friendly forest products. The Senior Manager, Innovation and Sustainability works within the Wood First (WF) program focusing on improving wood use in innovative construction technologies, decarbonizing the built environment and supporting healthy living, work and community spaces here in B.C. to help position B.C. as a world leader in advanced wood construction and design.

Reporting to the Director, Industry Innovation, the Senior Manager, Innovation and Sustainability is responsible for market intelligence and analyses, research and business development initiatives for new products, building systems and domestic markets. Working with a variety of industry, government, academic and professional organizations, the Senior Manager manages a collective knowledge bank of innovative building, carbon mitigation and wellness solutions. As an excellent written and verbal communicator with strong relationship building and project management capabilities, the Senior Manager works cross-functionally to communicate tangible analyses and results in a clear and compelling way.

KEY JOB RESPONSIBILITIES:

MARKET & DATA ANALYSIS & REPORTING: (30%)

- Manage market research projects, providing direction to academics, scientists and professionals with regards to primary and secondary market research, including public opinion research, to identify issues and trends that could impact market acceptance of B.C. forest products;
- Monitor and analyze market/industry trends, compile business intelligence, and prepare market analysis and report summaries, briefing notes for timely publication and use by FII, government and industry to support domestic market and manufacturing development activities and Wood First programming;
- Oversee management of research database(s), including quality assurance and stakeholder coordination with Canadian research committees, scientists and building design professionals, as it relates to updating inventory of research from around the world in wood building products, assemblies and systems that is completed, underway or planned;
- Assist the FII team with the maintenance of FII's online Supplier Directory, keeping company entries up to date, for the purposes of maintaining awareness of industry companies and their product offerings.

ENVIRONMENTAL AND CLIMATE SOLUTIONS: (30%)

- Assess political and public policy environment to identify trends and new developments related to environmental barriers, including but not limited to lifecycle assessment, green building, climate change and carbon, biophilia, and other regulations or incentives that could impact the B.C. forest and building sectors;
- Work with environmental professionals in developing and innovating environmental and climate programs and strategies, specifically for wood to be a sustainable solution;
- Support various levels of government, industry and practitioners in accessing the most current and relevant research to address barriers and/or resolve problems associated with the use of wood-based building systems;
- Lead and implement projects related to climate, health, environment and sustainability, including reducing carbon emissions and increasing energy efficiency, circular economy and waste management.

INVESTMENT FUNDING & PROGRAM SUPPORT: (25%)

- Working closely with the Director, Industry Innovation, support FII's annual Wood First program call for proposals process, including the evaluation and selection of proposals for funding;
- Monitor funding recipients and agreements and assess results, providing input into investment funding program analysis and performance;
- Prepare briefing notes, background documentation and content for stakeholder reporting such as the Strategic Plan, Service Plan, Service Plan Annual Report and Report to Stakeholders on Wood First programming.

PERFORMANCE, PROJECT & CONTRACT MANAGEMENT (15%)

- Participate in performance measure evaluations; develop processes and metrics and work collaboratively to summarize results and impacts of FII investments;
- Where appropriate, initiate competitive Requests for Proposals or Qualifications; receive and analyze proposals and select suppliers, initiate, undertake and manage contracts to support program priorities;
- Monitor progress to ensure timely delivery of products or services and track expenditures according to FII's financial policies and procedures;
- Manage budgets to support program implementation; tracking expenditures according to FII's financial policies and procedures.

EDUCATION AND EXPERIENCE:

- ☑ 8+ years of recent, comprehensive related experience supplemented by a post-secondary degree in Business Administration, Architecture, Construction and the Environment, Urban Planning, Sustainability Planning, Climate Change Science, Environmental Sciences or related field, or equivalent combination of knowledge, work experience and education;
- ☑ Demonstrated working experience with sustainability topics such as operating and embodied carbon, biophilia, high performance buildings, prefabrication, resilience; Life Cycle Assessment tools, as well as the role of different green building rating systems (LEED BD+C, LEED EB: O+M, LEED ID+C, Zero Carbon Building (ZCB) certifications, WELL, FitWell, BOMA BeST, etc.);
- ☑ Experience writing reports and preparing communication documents for government and/or industry audiences;
- ☑ Experience working with forest products and/or wood building systems, or structural engineering, architecture or construction background an asset;
- ☑ Experience working with funding / investment programs or supporting business development activities an asset.

SKILLS, KNOWLEDGE AND ABILITIES:

- ☑ Excellent research, analytical and project management skills;
- ☑ Excellent organizational and highly developed written and oral communications skills;
- ☑ Ability to synthesize and summarize large amounts of information into concise summary materials or reports;
- ☑ Excellent interpersonal communication skills demonstrating a high level of tact, diplomacy and judgement;
- ☑ Demonstrated initiative and self-starting qualities; with high expectations for professionalism, accuracy and adequacy.
- ☑ Demonstrated ability to work in a team environment, assess priorities and multi-task within a fast-paced work setting;
- ☑ Strong computer skills in Microsoft Word, Excel, PowerPoint, Outlook and Teams. Knowledge of Wrike and PowerBI an asset.

CORE COMPETENCIES:

ANALYTICAL THINKING

Ability to comprehend a situation by breaking it down into components and identifying the underlying complex issues. Implies the ability to systematically organize and compare the various aspects of a problem or situation and determine cause-and-effect relationships to resolve problems in a sound, decisive manner.

BUILDING PARTNERSHIPS WITH CLIENTS OR STAKEHOLDERS

The desire to work co-operatively with all stakeholders to meet mutual goals based on a relationship of respect, trust and success in delivering results.

BUSINESS ACUMEN

Ability to understand the business implications of decisions and the ability to strive to improve organizational performance. It requires an awareness of business issues, processes and outcomes as they impact the customer's and the organization's business needs.

IMPACT / INFLUENCE

Ability to influence, persuade or convince others to adopt a specific course of action. It involves the use of persuasive techniques, presentations or negotiation skills to achieve desired results.

INITIATIVE

Identify a problem, obstacle or opportunity and take appropriate action.

INNOVATION

Strive to improve performance through new or creative solutions.

PLANNING, ORGANIZING, COORDINATING

Proactively planning, establishing priorities and allocating resources appropriately. It is expressed by developing and implementing increasingly complex plans and involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.

PROBLEM SOLVING/JUDGMENT

Ability to analyze problems systematically, organize information, identify key factors and underlying causes and generate solutions.

RESULTS ORIENTATION

Concern for surpassing an established standard of excellence.

STRATEGIC ORIENTATION

The ability to link long term vision and concepts to daily work and awareness of impacts on strategies or other business choices.

SERVICE ORIENTATION

Implies a desire to identify and serve customers, focusing efforts on discovering and meeting needs.

TEAMWORK AND CO-OPERATION

The ability to work co-operatively with diverse teams, work groups and across the organization to achieve group and organizational goals. This includes communicating effectively and collaboratively with others.