

# Environmental Researcher

## Full-time Position

### **Purpose of Position**

To research, analyse and draft environmental guidelines, best practices, and systems for all lines of GVHA's business and to provide expertise to GVHA employees and clients in the implementation of these guidelines and procedures.

### **Nature of Work and Position Links**

Reporting to the Manager of Communications, the Environmental Researcher will work with:

- Leadership Team – preparing guidelines and environmental best practices and researching opportunities for GVHA to demonstrate environmental leadership and innovation
- Other GVHA Employees – Explaining and supporting the implementation of guidelines and best practices and ensuring environmental regulatory compliance
- Clients and their support services – Supporting GVHA's commercial clients and their support services to reduce their environmental footprint

The position is expected to work independently and demonstrate strong time-management and organizational skills.

### **Specific Accountabilities**

- Supervise external contractor to audit environmental footprint of GVHA's activities
- Research and develop environmental guidelines and best practices for all of GVHA's lines of business
- Develop systems, work practices, and procedures for implementation of company environmental guidelines and best practices
- Provide training to employees in implementation on environmental guidelines and best practices
- Support and advise the Manager of Operations on environmental issues associated with work projects
- Monitor and evaluate implementation of environmental guidelines and best practices
- Research opportunities for environmental leadership and innovation such as shore power and alternative ground transportation opportunities
- Evaluate the environmental footprint of commercial clients and their ancillary service providers and support transition to reducing environmental footprint (such as joining Oceanwise program)
- Research and develop guidelines and best practices for commercial clients and ancillary service providers and incorporate into company's standards
- Read technical journals and manuals, attend seminars, and participate in professional activities to maintain current skills and knowledge and to keep current on new technologies for environmental programs and practices
- Ensure compliance with all environmental regulations
- Monitor government environmental policies and determine impact to GVHA practices

- Assistant in the development of GVHA's sustainability framework
- Develop and monitor environmental metrics

#### Tools/Equipment

- Operates personal computer for word processing, spreadsheets, electronic mail, calendar, internet etc.

#### Working Conditions

- Office environment
- Evenings/weekends as required

#### Experience and Education

- Minimum undergraduate degree in environmental science or related field plus two years experience in a research or policy development field
- Experience drafting policies and/or best practices
- Experience in using computers and related software (i.e. MS Office, including Word, Excel, Access, Outlook)

#### Knowledge, Skills, and Abilities

- Ability to exercise tact, judgment, confidentiality and flexibility in project delivery
- Ability to operate standard office equipment
- Ability to establish and maintain effective working relationships with a variety of individuals
- Ability to prioritize workload and manage multiple tasks while taking into consideration changing priorities, tight deadlines, volume of work and available resources
- Ability to manage projects including overseeing external contractors
- Ability to conduct research using different mediums including the internet
- Ability to provide concise and accurate information orally and in writing, including reports and correspondence suitable to the audience;
- Personable, punctual, reliable
- Maintain confidentiality and integrity of all GVHA documents and information;
- Always represent GVHA in a professional and courteous manner
- Demonstrates flexibility to accommodate changing responsibilities
- Attention to detail
- Ability to effectively communicate research back to team
- Ability to provide leadership in motivating and training of employees in new procedures/changes