



Canadian Council of Ministers
of the Environment Le Conseil canadien
des ministres
de l'environnement

CANADIAN COUNCIL OF MINISTERS OF THE ENVIRONMENT
Coordinator, Programs
JOB PROFILE

ORGANIZATION SUMMARY

The Canadian Council of Ministers of the Environment is the major intergovernmental forum in Canada for discussion and joint action on environmental issues of national, international and global concern, operating at all levels on the basis of consensus. Its Secretariat has an enviable reputation for professional competency, service to its members, and commitment to environmental protection.

GENERAL RESPONSIBILITIES

The Coordinator, Programs is a skilled generalist, who provides strategic, advisory and administrative support in serving assigned working groups, and administers their financial activities; provides program support, analysis, and liaison for senior CCME committees; co-operates with other Coordinators and Secretariat staff; and interacts with the general public and stakeholders. The Coordinator is expected to maintain close contact with relevant jurisdictional officials.

Within the Secretariat, the Coordinator, Programs is expected to operate with considerable independence in managing her/his day-to-day activities under the overall supervision of the Executive Director. The Executive Director establishes the operational workplan and general priorities for support to projects.

CORE COMPETENCIES

1. Integrity and Values: Is widely trusted and seen as a direct, truthful individual; keeps confidences; represents others' views honestly.
2. Understanding Others: Understands why groups do what they do; picks up the sense of the group in terms of positions, intentions, and needs; builds appropriate rapport; uses diplomacy and tact.
3. Priority Setting: Spends his/her time (and the time of others) effectively and efficiently on what's important; can quickly sense what will help or hinder in accomplishing a goal.
4. Planning: Can marshal resources to get things done; anticipates and adjusts for problems and roadblocks; scopes out length and difficulty of work.
5. Member Focus: Is dedicated to meeting the expectations and requirements of our members and of other internal and external clients; seeks members' goals rather than their own.
6. Problem Solving: Probes for fruitful answers through clear analysis; has good judgment about which ideas will work; figures out the processes appropriate to get things done; pursues results.
7. Consensus Building: Good at active listening; reads situations quickly and envisions opportunities; can find common ground and get cooperation with minimum noise.
8. Learning on the Fly: Learns quickly when facing new problems; experiments to find solutions; learns from successes and failures; quickly grasps the essence of things.
9. Composure: Does not become defensive or irritated when times are tough; waits for others to catch up before acting; holds things together in a crisis; is considered mature
10. Written Communications: Is able to write clearly and succinctly to different audiences; can effectively articulate key issues and messages.

KEY FUNCTIONS

1. Provides strategic, advisory and administrative support to assigned task groups and their Chairs, including:
 - providing advisory support to, and close liaison with, the task group Chair
 - responding to ministerial priorities through task groups' approved workplans
 - anticipating and monitoring issues
 - coordinating the production of task group publications
 - drafting and reviewing background, policy and communications materials
 - maintaining close contact with relevant jurisdictional officials
 - tracking progress on workplans and "making things happen"
 - representing the corporate and collective CCME perspective
 - facilitating meeting processes and arranging meeting logistics
 - preparing agendas, records of decisions, and input to the CCME business plan.
2. Interacts with the general public and stakeholders through:
 - responding to enquiries and discussing CCME publications
 - coordinating consultation events and multistakeholder advisory group processes, ensuring CCME policies and interests are taken into account
 - keeping relevant areas of the CCME website current
 - occasionally making presentations to outside groups.
3. Participates as an integral member of the Secretariat by:
 - showing initiative in communicating with other staff
 - contributing to Secretariat meetings and retreats, as well as getting productively involved in Secretariat working groups
 - sharing pertinent and interesting information with other staff.
4. Provides program support, analysis, and liaison for the senior CCME committees, including:
 - ensuring material moves in timely fashion upwards to senior committees, and providing appropriate liaison from senior committees to task groups
 - communicating on significant and developing issues with the Executive Director in a regular and timely manner
 - writing briefing material and assisting in the preparation of steering committee agendas and records of decisions
 - supporting the preparation of the steering committee budget
 - tracking progress against the CCME business plan targets.
5. Administers the financial activities of assigned task groups, including:
 - the preparation and monitoring of budgets, workplans and schedules
 - providing monthly budget updates to chairs
 - preparing quarterly reports and year-end projections
 - assisting in the development of requests for proposals for professional services contracts, ensuring clear and appropriate terms of reference
 - coordinating and participating in the evaluation of bids and administering the resulting contracts
 - monitoring and approving disbursement of project funds
 - presenting and protecting the corporate CCME interest in groups' financial matters.

REQUIRED AND DESIRABLE QUALIFICATIONS

The Coordinator, Programs requires familiarity with the factors that affect Canadian intergovernmental relations, and knowledge of some of the relevant areas of CCME program activity. He/she requires three to five years' experience in organizing and coordinating several concurrent working groups and in delivering their outcomes. She/he must have the ability to understand, analyze and communicate technical and policy issues; strong English verbal and written communication, listening and problem-solving skills are also required. General computer literacy with word processing, databases, and spreadsheets is mandatory. The Coordinator, Programs must display exceptional tact and diplomacy.

Knowledge of conflict resolution techniques and a demonstrated ability to work with groups to achieve consensus is highly desirable. Experience with public communication and consultation processes and the ability to work in both of Canada's official languages are valuable assets. The position requires post-secondary education, preferably in one of the natural, physical, social, or applied sciences or in public policy.

CURRENT SALARY RANGE: \$57,504 - 67,993

LOCATION: Winnipeg, Manitoba

Occasional travel is required.