

Energy Retrofit Policy Analyst

Job Title:	Energy Retrofit Policy Analyst
Pay Grade:	\$61,800 to \$77,250 - commensurate on experience and qualifications
Reports to:	Retrofit Accelerator Lead
Position type:	Full-time
Location:	Ottawa and Eastern Ontario, remote office

About the Organization:

EnviroCentre is a leading provider of energy efficiency retrofit and deep retrofit solutions for homeowners, businesses, organizations, and social housing providers in Ottawa and Eastern Ontario. We are committed to reducing energy consumption and environmental impact while improving the quality of life for our clients. We are seeking a dedicated Energy Retrofit Policy Analyst to join our team and help drive our mission forward.

Job Description:

As an Energy Retrofit Policy Analyst, you will play a pivotal role in advancing our mission to support residents and social housing providers in Eastern Ontario in planning and executing deep retrofit initiatives. You will be responsible for conducting in-depth policy research, data analysis, and providing policy recommendations to help shape and optimize our retrofit and energy efficiency projects. Your work will be instrumental in ensuring that our initiatives integrate the best emerging retrofit practices and align with our equity and sustainability goals.

Key Responsibilities:

- 1. Research and Analysis:** Review and research best practices related to deep retrofit projects both nationally and internationally. Stay up-to-date with the latest developments and innovations in the field.
- 2. Data Management:** Build and maintain a comprehensive database of social housing building stock data, including energy consumption, building characteristics, and tenant demographics.
- 3. Policy Development:** Research and recommend best practices in various areas, including monitoring, tenant engagement, equity considerations, and other topics relevant to deep retrofit projects.
- 4. Policy Recommendations:** Provide well-informed policy recommendations based on project learnings and best practices to enhance the effectiveness of retrofit initiatives.
- 5. Report Writing:** Prepare and contribute to the policy components of reports, including policy briefs, project progress reports, and other relevant documents.

6. **Communication:** Contribute to outward-facing content that educates and informs stakeholders and the public about the importance and benefits of deep retrofits.
7. **Policy Papers:** Author policy papers on key topics related to deep retrofits, housing sustainability, and energy efficiency. Assist in submitting abstracts and proposals for conferences.
8. **Project Support:** Collaborate with the project team to gather statistics and data related to all aspects of retrofit project planning and execution, as required.
9. **Impact Modeling:** Utilize data and modeling tools to project the future impacts of the retrofit project model when scaled across Eastern Ontario, Ontario, and Canada.
10. **Retrofit Archetype Development:** Support the development and refinement of retrofit archetypes that can be applied to various housing projects.

Qualifications:

1. Bachelor's degree in a relevant field (e.g., Public Policy, Environmental Studies, Sustainability, Economics, Energy Retrofits, Building Science, or related disciplines). A Master's degree is a plus.
2. 3-5 years professional experience in a related field and/or role
3. Strong analytical and research skills, with the ability to synthesize complex information into actionable recommendations.
4. Knowledge of policy analysis, sustainable housing, energy efficiency, and social equity issues.
5. Demonstrated knowledge of the building and energy sectors, energy efficiency, deep energy retrofits and related policy topics.
6. Excellent written and oral communication skills.
7. Proficiency in data management and analysis tools.
8. Ability to work independently and as part of a collaborative team.
9. Experience in policy development and analysis is preferred.
10. Familiarity with housing and social services in Eastern Ontario is a plus.

Working Conditions

- EnviroCentre is a virtual workplace and will provide all necessary technology and IT support to ensure employees have the tools they require to effectively work from home
- Part of a passionate team of environmental leaders who lead by example and are proud to be contributing to Ottawa's Climate Targets
- Home-office environment with frequent computer use
- Occasional evening or weekend work

In addition to competitive pay, we offer:

- 35-hour work week and the ability to work flexible hours

- A virtual workplace that supports work-life flexibility, combined with in-person events, occasional in-person group meetings and the opportunity to use a co-working space in downtown Ottawa or another convenient location
- Starting 3 weeks paid vacation per year, plus paid office closure between Christmas and New Year and summer half-day Fridays
- Health, dental and wellness coverage for you and your dependents
- Paid sick days, and additional time off for personal and care responsibilities
- Caring, compassionate and supportive work environment that recognizes that work is one of the many responsibilities we have to prioritize in our lives

EnviroCentre is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, colour, gender, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, provincial, or municipal laws. EnviroCentre is committed to a workplace where everyone can participate safely, freely, and confidently. We encourage applications from individuals who identify as BIPOC (Black, Indigenous, Peoples of Colour) and/or members of equity-deserving groups.

EnviroCentre recognizes a diversity of backgrounds and experience. If you do not have the formal experience described but can meet the requirements of the role and are willing to learn, we encourage you to apply and make your case in your cover letter. We are interested in a diverse team, and we are willing to train the right person.

EnviroCentre is committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity, please advise us in a timely fashion of any accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

How to Apply

Interested candidates are invited to submit their resume, a cover letter detailing their relevant experience, and **at least two writing samples** demonstrating their policy analysis abilities.

Application Deadline: October 29, 2023

Anticipated start date: As soon as possible

Important:

Please send your resume, cover letter, and at least two writing samples demonstrating your policy analysis abilities to info@envirocentre.ca

Please ensure your resume file (PDF) includes your first and last name and the reference number (Reference# EC2023010)

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www.envirocentre.ca

Example: Firstname_Lastname_ EC2023010.

Please also put the Reference# EC2023010 in the subject line of your email.

We thank all applicants for their interest, however only candidates selected for an interview will be contacted.