



Job Posting: Part-Time Urban Planning & Policy Research Assistant (1-2 positions sought)

Job # US005

Application Deadline: Noon (12:00 pm EST) November 6, 2009

Purpose/Accountability

The Part-time Urban Planning & Policy Research Assistant is responsible for supporting a multi-organizational project team to develop a policy toolkit for municipal and provincial policy makers to accelerate the development of Integrated Community Energy Systems (ICES) and Community Energy Planning in communities across Ontario. The focus of the work is on governance, process, and regulations, not on technology.

The Research Assistant will report to Project Team consisting of Brent Gilmour of the Canadian Urban Institute, Theresa McClenaghan of the Canadian Environmental Law Association, and Julia McNally of the Ontario Power Authority. Office space will be provided at the Canadian Urban Institute and day to day supervision will be provided by Brent Gilmour or his delegate.

An integrated, community energy system means:

- Encouraging mixed-use higher density urban development;
- Reducing the energy input required for a given level of service;
- Matching the type of energy with its use;
- Managing surplus heat across applications and sectors;
- Converting waste to energy;
- Integrating on-site renewable sources of energy;
- Optimize use of grid energy and as a resource to optimize the overall system and ensure reliability.

Primary Responsibilities

Under the direction of the Program Team, the Research Assistant will assist in research and analysis to identify priority policies to drive ICES and develop a toolkit to assist policy-makers at the municipal and provincial level.

General duties will include:

1. Coordination of research at a national and international level.
2. Preparation of summary reports related to topics of importance for ICES.
3. Undertake critical analysis and assessment of relevant legislation that hinders or advances ICES.
4. Carryout in-person interviews, survey development and data logging.
5. Organize and conduct focus group(s).
6. Use software, such as NVivo, to log, monitor and analyze survey, interviews and data (training to be provided by CUI).
7. Coordinate the production of a high-quality, professional reports(s) for multiple stakeholders audiences.
8. Interview, survey development and data logging.
9. Report writing.
10. Policy analysis.
11. Collect and organize materials for a policy and research project related to the activities of the Urban Solutions Unit.



Knowledge, Skills & Experience

- Proven and excellent research and writing skills
- Planning degree and/or experience in planning
- Knowledge of the Ontario electricity sector issues would be an asset and an aptitude for learning is essential
- Ability to develop basic questionnaire and undertake a telephone survey
- Ability to read and understand legislation
- Works efficiently in conducting research through written publications, the internet, networking, and other sources
- Ability to work effectively with internal and external stakeholders
- A working proficiency in Microsoft Word, PowerPoint, and Excel is required
- Ability to work independently and manage time effectively
- Ability to undertake complex research assignment(s) with minimum supervision
- Comfortable working and reporting within a team setting environment
- Strong interest in urban issues that address environmental issues

Competencies

- Core Competencies
 - Strong research and analytical capability
 - Building trusting and value-based relationships
 - Demonstrated initiative and enthusiasm
 - Ability to work in teams
- Job Specific Competencies
 - Excellent communications skills; written and verbal
 - Strong listening and responding skills
 - Creative thinking
 - Solid personal drive and perseverance
 - Attention to detail

Position Type

Part-time employment.

Location

Toronto

Department

Urban Solutions

Direction Received

Report directly to the Director of Urban Solutions.

Compensation

\$16-28/hour

Job Contact Information

To apply for this position, please submit a cover letter, a two page résumé, three names of references with contact information, and an indication of availability date to jobs@canurb.com.

Please quote the job number in the subject line of your email.

Deadline for application is noon (12:00 pm EST) on November 6, 2009, but applicants are encouraged to apply earlier. Interviews will take place in Toronto.

We thank all candidates in advance for their applications, but advise that only candidates selected for an interview will be contacted. No inquiries please (telephone, email or in person).