



Approvals Student

Full time, Finch, Ontario

Hours: Monday-Friday (8:00 a.m.- 4:00 p.m.)

Salary Range: To Be Determined

Start Date: May 4, 2020

At South Nation Conservation (SNC) you will be immersed in a diverse professional environment, where you will thrive in a multi-disciplinary community that includes engineers, planners, biologists, foresters, and GIS technicians, among others.

SNC's strength lies in our experience performing and applying cutting edge science and research at the community level. Our entrepreneurial culture is a dynamic combination of government and private sector, in which you will have the scope to lead innovative projects to protect and enhance our local environment.

POSITION DETAILS:

The incumbent will work in a multi-disciplinary team environment. Responsibilities include assisting with activities as part of the Authority's planning and approvals team. This position requires a working knowledge of activities related to the collection, storage, analysis, and reporting of planning and approvals information and tasks. This position reports to the Director, Organization Effectiveness.

WHAT YOU OFFER:

- Attending college or university; studying planning, environmental science, business or related field.
- Knowledge of environmental planning and approvals and policy.
- Experience working with legislation and development applications.
- Experience with multiple projects and interdepartmental communications is an asset.
- Knowledge of restoration, rehabilitation, and protection of ecological resources.
- Strong communication skills (both oral and written).
- Bilingualism (French/English) is an asset.
- Reliable transportation to and from the office.
- Valid Class "G" Driver's License.

WHAT WE OFFER:

- You will join an organization with over 70 years of history.
- You will have the opportunity to work with a solutions-focused team and develop your skills.
- You will work for an organization that places tremendous value on the professional and personal development its employees.



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LOCATION:

The SNC office is in a rural location in Finch, Ontario, southeast of Ottawa. The successful candidate must have reliable transportation.

SUBMISSION INFORMATION:

Forward resumes, a writing sample and references by 8:00 am on January 31, 2020 to:

Hannah McMillan
Accounting Analyst, Corporate Services
hmcmillan@nation.on.ca

Please quote '*Approvals Student*' in the subject line. Submitted resumes must be in Word or pdf format.

All applicants must meet the eligibility criteria imposed by the funding agency,
<https://www.cpra.ca/green-jobs>.

Thank you for your interest in South Nation Conservation; however only those candidates selected for an interview will be contacted. This position is funding dependent, the number of positions will be dependent on the amount of funding received.

SCHEDULE “A”

Job Stream: Approvals

Position: Approvals Student

Employer: South Nation Conservation

Position Summary:

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Requirements:

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- Experience with multiple projects and interdepartmental communications is an asset.
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Duties/Responsibilities:

Under the functional guidance of Team Lead, Approvals, the incumbent will:

- Assist with projects, organize information, and report on planning, regulations, and septic programs on behalf of the Conservation Authority.
- Work with municipal representatives within the Conservation Authority jurisdiction through development review meetings, and other consultation activities.
- Provide support for approval team including organizing files and records.
- Assist with developing tools to assist in streamlining environmental review of development applications.
- Assist with the development of a Natural Heritage System study on behalf of local Counties.
- Perform field evaluations, water resource sampling and habitat inventories according to standardized protocols.
- Data input, data analysis, communication of findings through various mediums (i.e., reports, presentations, website material).
- Prepare information and reports for management, committees, and the Board as required.
- Comply with regulations in the SNC Personnel Policy and SNC Health and Safety Policy.
- Ensure all staff, contractors, volunteers and visitors (working with the individual) comply with SNC Health and Safety Policy.

- Maintain facilities in a neat and clean condition.
- Other duties as assigned.

Health and Safety:

The incumbent shall:

- Work in compliance with the provisions of the *Occupational Health and Safety Act* and regulations;
- Use or wear the equipment, protection devices or clothing that the worker's employer requires to be used or worn;
- Report to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker; and
- Report to his or her employer or supervisor any contravention of the *Occupational Health and Safety Act* or the regulations of the existence of any hazard of which he or she knows.