

## Environmental Manager Profile

Subcategory	Comp. ID	Competency Statement	Importance Type
<b>TECHNICAL COMPETENCIES</b>			
<b>Conducting environmental impact assessments</b>			
	1	Ensures the identification of the geographic, environmental, economic, social, and cultural scope and parameters to be used for the impact assessment study.	1
	2	Develops a project management plan for the impact assessment study for proposed developments, change in facility operations, change in land use, amended or proposed new policies, etc.	1
	3	Reviews earth and life science systems, functions, inventories and existing studies to determine if sufficient baseline data is available for the impact assessment study.	3
	4	Reviews facility/development design, production/manufacturing processes.	2
	5	Consults with stakeholders (including regulators, municipalities, public, interest groups, indigenous peoples, NGOs, etc.) to gather information regarding the perceived impacts of development activities on communities, the environment and natural resources.	1
	6	Identifies which areas are likely to be significantly impacted either negatively or positively by development activities, e.g. biophysical, economic, social, cultural, and heritage resources.	1
	7	Assesses qualitative and quantitative environmental issues, risks or problems, including their cumulative effect and corresponding economic, social and cultural impacts.	1
	8	Develops mitigation and/or habitat compensation plans, strategies and measures using culturally appropriate approaches.	3
	9	Prepares environmental impact assessment report(s) that may include mitigation, environmental protection, and recovery plans.	3
<b>Conducting environmental site assessments (ESA - Phase 1 and Phase 2)</b>			
	10	Identifies the scope of the site assessment (phase 1 and 2) project, including identification of the standards to be followed.	3
	16	Prepares site assessment report(s) to meet regulatory and other requirements, identifying potential risk and scope of further action by appropriate stakeholders, if necessary.	3
	17	Ensures site assessment is completed properly and that action plans are developed and implemented to satisfactorily achieve the desired outcomes.	3
	18	Communicates results of site assessment to stakeholders such as property owners, responsible party, regulators, the public, etc. via a public consultation or other appropriate communication process.	3
<b>Interpreting/ enforcing/ complying with environmental regulations and standards</b>			
	34	Provides expert advice and/or testimony to senior management, internal staff, regulatory bodies, interest groups and the public on matters related to disputes, compliance and other environmental issues, including processes for acquiring regulatory approval.	1
	35	Applies environmental legislation regarding issues such as contaminated sites, hazardous materials and waste, pesticide use, storage tanks, etc. to specific applications as appropriate.	1
	36	Defines environmental performance requirements for specific jurisdictions.	1
	37	Prepares regulatory applications.	2
	38	Prepares permits and operational permit reports (including air permits, waste disposal permits, resource harvesting permits, etc.)	2
	39	Negotiates the terms and approval of compliance procedures and permits, including approval of development plans and use of technology such as Pollution Prevention, Abatement, and Control equipment and systems.	2

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	40	Develops plans and programs to meet regulatory requirements, including monitoring programs and employee information and communication plans.	1
	41	Implements programs, including monitoring activities, to ensure regulatory compliance.	1
	42	Evaluates compliance with environmental regulations, including the documentation of violations and non-compliance episodes.	1
	43	Prepares compliance and regulatory reports for internal use and for filing with regulatory agencies.	1
	45	Oversees or participates in audits of the environmental performance of organizations and jurisdictions to determine the adequacy of their policies and procedures, and non-compliance issues.	1
<b>Developing environmental policies, measures &amp; standards</b>			
	116	Reviews existing and/or proposed environmental policies/legislation/standards (and the rationale supporting them) to assess implications to stakeholders, including customers and suppliers.	2
	118	Consults with experts, including environmental, policy and legislative experts in public, corporate, non governmental organizations (NGO), and governments, regarding new or revised environmental policies and legislation to make recommendations to regulatory authorities.	2
<b>Liaising and partnering with stakeholders</b>			
	122	Liaises with stakeholders (e.g. governments, private sector, environmental experts, farmers, producers, NGOs, culturally diverse groups, communities, etc.) to collaborate on stewardship and sustainability issues and concerns (e.g. broad-based habitat preservation and management practices and ecological fiscal reform).	2
	123	Identifies ethical and cultural concerns regarding the economic, social, cultural, and spiritual valuing of specific natural resources, and the implications for informed decision-making regarding sustainability.	2
	124	Builds consensus regarding the goals and timelines of sustainable development initiatives (e.g. use of natural resources), considering the competing interests of all stakeholders (e.g. economics, increased productivity or harvesting, protecting habitats, access and rights to land, etc.).	2
	125	Develops partnerships with key stakeholders (e.g. industry, governments, local communities and other stakeholder groups) to address environmental sustainability and stewardship issues and concerns.	2
	126	Develops partnership and stewardship agreements which incorporate sustainable development guidelines, indicators, targets, and processes for measuring progress related to specific environmental issues.	3
<b>Developing corporate environmental plans, policies, and procedures</b>			
	138	Advocates with senior management and other key stakeholders to ensure due consideration of and commitment to environmental management and sustainable development principles and strategies.	1
	139	Develops strategic internal and external partnerships and relationships with key stakeholders to garner their advice and gain their commitment to the organization's environmental policies and initiatives.	1
	140	Advises senior management (and other stakeholders) on corporate environmental matters related to leadership responsibilities, regulatory and reporting requirements, and corporate liability.	1

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	141	Provides advice to senior decision makers on the extent to which environmental liabilities and risk are being managed appropriately.	1
	142	Evaluates the environmental, economic, social and cultural impacts and implications of the organization's operations and processes.	1
	144	Prepares environmental performance reports relative to established metrics for communication to internal management, regulatory and stakeholder groups.	2
	145	Makes recommendations for improvements to organizational operations based on an evaluation of corporate environmental performance.	2
	146	Benchmarks environmental policies and performance against those of corporate, municipal, provincial, regional, national, or international peers.	3
	147	Develops the organization's environmental policies and program in alignment with regulatory requirements, corporate values, and stakeholders' environmental, economic, social and cultural expectations.	2
	149	Develops the environmental policy component of the organization's strategic plan, including the processes and practices that support the environmental policy.	2
<b>Conducting environmental risk assessments</b>			
	150	Identifies hazards, opportunities or potential risks to human health, the environment, facility operation/financial loss, legal liability, social impact, public perception through such activities as collecting source data, reviewing literature, investigating illness/injuries, and obtaining feedback from workers or the public.	2
<b>Implementing environmental management systems</b>			
	160	Develops an Environmental Management System which is consistent with the organization's strategic plan and regulatory requirements, including goals, objectives, and targets.	1
	161	Implements the Environmental Management System strategies and practices.	1
	162	Integrates the environmental management components of new operations, new projects, facility expansions, etc. into the corporate environmental management program.	1
	163	Provides leadership to all aspects of the design, implementation, monitoring and reporting on the corporate environmental management program.	1
	164	Ensures that corporate environmental management projects and proposals meet corporate standards, and financial and budgetary requirements.	1
<b>Managing environmental management systems and practices</b>			
	169	Uses information systems to monitor and track regulatory compliance, environmental incidents, permits, waste streams and other Environmental Management Systems requirements.	2
	170	Revises Environmental Management System practices and outcomes to correct and prevent non-conformance.	2
	171	Manages audits of the Environmental Management System to identify areas where corrective actions are needed.	2
	172	Benchmarks the organization's Environmental Management System against that of other companies and/or international standards (e.g. ISO).	2
<b>Developing/ Implementing environmental communications and awareness programs</b>			
	290	Demonstrates a working knowledge of environmental legislation and agreements relevant to their organization.	3
	291	Demonstrates an understanding of the role of communications in increasing public awareness of environmental issues and in motivating the public to work towards solutions.	3

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Subcategory	Comp. ID	Competency Statement	Proficiency Level
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### TRANSFERABLE COMPETENCIES

#### Professional Ethics and Work Style

1	Maintains good standing in professional associations, practicing professional ethics and remaining current in practice requirements.	High
2	Demonstrates professional, ethical conduct, such as trust, integrity, confidentiality and discretion during the conduct of all work activities.	Exceptional
3	Demonstrates self reliance, motivation and commitment in the conduct of day to day activities.	Exceptional
4	Demonstrates flexibility and creativity in the face of unusual or unexpected circumstances.	Exceptional
5	Cooperates willingly with others in dealing with changing situations, conditions, and expectations.	Exceptional
6	Demonstrates attention to detail to ensure the thoroughness and accuracy of work results.	Exceptional
7	Balances the need for 'attention to detail' with a focus on goals and objectives to achieve the desired outcomes.	Exceptional
8	Applies principles of quality assurance and scientific rigour in all work activities.	Exceptional

#### Learning and Creativity

9	Stays current on the theory and practice pertinent to one's roles and responsibilities.	High
10	Integrates relevant data and information from a variety of disciplines/sources.	High
11	Continuously pursues personal learning and development opportunities to promote professional growth and development.	High
12	Uses creative approaches to develop innovative ways of working, new designs and technologies, and cost-effective solutions to technical and business challenges.	High

#### Communicating Effectively

13	Prepares clear, well-formatted reports and other written communications that meet established protocols and are appropriate to the target audience.	Exceptional
14	Communicates clearly and respectfully using verbal and nonverbal language appropriate to the cultural and social context.	Exceptional
15	Uses effective interviewing techniques, including appropriate and respectful questioning, clarifying and listening skills, to elicit accurate and complete information.	High
16	Conveys technical information accurately, clearly and concisely, interpreting it appropriately and effectively for the target audience.	Exceptional
17	Uses appropriate content, graphics and format in oral presentations to address the specific needs of target audiences.	Exceptional

#### Collaboration

18	Builds constructive networks inside and outside the organization to facilitate the accomplishment of results.	High
19	Builds strong relationships and trust with team members that make it possible to receive everyone's input and ideas, and maximize individual and team output and potential.	High
20	Works cooperatively with multiple stakeholders, demonstrating willingness to consider alternative approaches or ideas.	High
21	Deals effectively with confrontational situations, demonstrating diplomacy, tact, empathy and consideration for differing points of view.	High

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<b>Critical Thinking/ Judgement</b>			
	22	Carries out independent primary, secondary and tertiary research to collect sufficient data and information pertinent to the area of inquiry.	High
	23	Performs an objective and thorough analysis of information and data from multiple sources.	High
	24	Distinguishes between facts, inferences and assumptions to establish the quality of the information collected and the reliability of its source.	High
	25	Employs professional scepticism to assess the objectivity and reliability of assumptions and evidence asserted by a responsible party or client.	High
	26	Makes decisions in a timely manner, committing to a course of action that considers pertinent data, information, options and implications.	Exceptional
<b>Planning and Organizing Work and Projects</b>			
	27	Uses ICT (information communication technologies) as appropriate to manage work effectively and increase efficiency.	Moderate
	28	Manages multiple priorities through the selection and application of time and project management tools and approaches.	High
	29	Develops work/project plans, identifying the work to be accomplished, the risk/contingencies that may arise, and how they will be addressed.	Exceptional
	30	Coordinates resources (including financial, logistical, supplies, etc.) needed to implement work/project plans and achieve desired results.	High
<b>Leading/ Influencing Others</b>			
	31	Manages the work of others, including project teams, working groups and contractors.	High
	32	Builds consensus and commitment to the team mandate, vision, goals, roles, responsibilities, and processes.	High
	33	Facilitates solutions to barriers that affect individual, team and project performance.	High
	34	Identifies the individual/and or team competencies that are required to accomplish work/project objectives and deliverables.	High
	35	Mentors peers and team members to facilitate their technical competence and on-going professional development.	High
	36	Creates an environment that promotes innovation, creativity and entrepreneurial thinking within the organization.	High
	37	Navigates effectively through political and organizational complexities to avoid or overcome potential barriers to successful completion.	High
<b>Business Acumen</b>			
	38	Analyzes relevant business trends, financial measures, economic factors and new regulations, assessing and articulating their impact on the organization.	High
	39	Recognizes business threats and/or opportunities affecting their area of the business, recommending actions to address them.	High
	40	Identifies clients' stated and underlying needs, and the work activities and methodologies that will best address these needs.	High
	41	Translates the organization's vision and goals into relevant plans and actions, realigning work efforts with changes in organizational direction.	High
	42	Drives the implementation of changes, tracking their impact to ensure organizational performance is improved or sustained.	High