

**Social Housing Services Corporation has the following position available:**

**Position: Energy Analyst**

**Reports To: Deb Thompson, Manager, Programs and Business Relations**

### Background

The Utilities Management Program (UMP) is a newly launched Green Light on a Better Environment (GLOBE) Inc. program designed to provide housing providers in the social housing sector with easy to use utility data and to encourage regular monitoring for timely and effective response to consumption fluctuations. In addition to consumption data, the housing providers will be supported by being connected to services which can support their conservation goals such as operations and maintenance strategies, capital and energy retrofits, incentive programs and training. Other goals of the program are to enhance existing multi-unit residential energy benchmark data and to document best practices with respect to collection and reporting methodologies.

### KEY RESPONSIBILITIES

#### Program Development and Delivery

- Oversee the implementation of UMP program and manage all phases of program delivery including work plan development, coordination with all partners and stakeholders and budgetary control
- Become fluent in Portfolio Manager software
- Review and select appropriate support software(s) for project as needed
- Interface with housing providers/Service Managers who are using existing utility data systems
- Collect and collate information to develop initial benchmark data
- Finalize participants and serve as participant interface

- Establish relationship with various local distribution companies (LDC) and gas partners who will support access to participant consumption data
- Collect and input utility data in Portfolio Manager
- Develop, create and distribute utility consumption, benchmark and recommendations reports to all participants
- Monitor, measure and report on results of programs in accordance with funding requirements
- Facilitate the coordination of roles and responsibilities of program delivery team across the various functional areas of GLOBE/SHSC and coordinate with program partners.
- Work with marketing and communications to develop all relevant program materials
- Travel as necessary throughout Ontario to meet with participants
- Interface and maintain positive relationships with the various boards, partners, participants and funders with interest in the program
- Meet all required reporting and deliverable deadlines
- Document through case analysis and best practice research the results of program and make recommendations for further program enhancements.
- Assist in the development of funding proposals, reports and presentations as required.
- Develop a model for ongoing program development and implementation

## ADDITIONAL RESPONSIBILITIES

### Business Development

Provide support to the Manager and General Manager of GLOBE and members of the Board of Directors in mining and securing new product and service opportunities

### Stakeholder Relations

- Represent GLOBE in all outside meetings with participants, funders, and program partners
- Develop, promote and maintain effective working relationships with participants, other housing providers, affiliated associations, positioning GLOBE and SHSC as key customer focused service providers
- Maintain up to date knowledge of the sector and energy conservation and efficiency programming through attendance at sector forums, marketing sessions and relevant workshops

#### Administration and General Support

- Provide support to the Manager and General Manager of GLOBE and members of the Board of Directors in documenting and reporting on program delivery results and presentation of new opportunities
- Related departmental administrative responsibilities as required

#### Required Skills and Abilities

- Sound understanding of energy management practices, energy management services and building science.
- Experience with energy management software
- Experience with managing utility data
- Experience with data inputting
- Good report writing skills
- Good understanding of opportunities in modifying conservation behaviour through education and outreach
- Good facilitation skills and ability to network with a diverse set of stakeholders.
- Sound policy/program development and administration skills.
- Good oral, written and interpersonal skills.
- Sound judgment, tact and diplomacy.

- Ability to work in a collaborative team environment and across organizational boundaries.
- Proficiency with Microsoft Office, including Word, PowerPoint, Outlook and Excel and comfortable learning new technical, software programs.
- Good attention to detail and problem solving skills.
- Ability to interpret strategic goals to achieve operational results.
- Ability to develop and monitor budgets.

### Qualifications

- Post-graduate degree or bachelor's degree in building science, engineering, environmental studies or a combination of education and professional work experience
- Minimum 1 year experience in project management
- Experience with data management an asset
- Familiarity with social housing and delivery of community based programming an asset.

The Energy Analyst position is a two year contract position with a possibility for renewal depending upon the status of new programs that may come on stream during the duration of the contract.

This position will require some travel throughout Ontario promoting and supporting clients and partners participating in the program.

**Please send resumes to:** Chris Lawrence: email: [clawrence@shscorp.ca](mailto:clawrence@shscorp.ca) or  
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