

## **About Potentia**

Potentia Renewables Inc. ("PRI") is an independent power producer ("IPP") focused on developing, owning and operating rooftop solar installations, utility scale ground mount solar and wind energy facilities across the Americas. PRI currently has a portfolio of approximately 885 MW of operating or contracted solar and wind energy projects, with a growing development pipeline. PRI is headquartered in Toronto, Ontario.

## **Position Title**

Project Manager, Environment and Community Consultation

## **Location**

Toronto, Ontario

## **Reporting Relationship**

As part of Potentia's Regulatory & Compliance team, this position reports directly to the Director, Environment & Community Consultation.

## **Accountabilities and Key Functions**

The Project Manager, Environment and Community Consultation will support the detailed environmental permitting work required during construction of company projects. The incumbent will also support the Community Consultation work of the Regulatory and Compliance team.

## **Key Functions include:**

- Provide direct environmental compliance and community consultation support to the Director of Environment and Community Consultation and the business development, construction, engineering, finance and operations teams.
- Manage environmental permitting requirements for projects across Canada and internationally.
- Manage the collection and submission of data required to satisfy environmental permit and reporting requirements.



- Oversee the preparation of environmental documents by third parties and assess/edit for accuracy, clarity, and general content.
- Prepare reports for use by company personnel and regulatory agencies.
- Coordinate responses to any comments or requests for supplemental information from governmental authorities on environmental permit applications.
- Work with business development to consult and engage with governmental authorities, indigenous groups, public, stakeholders and adjacent landowners adhering to external relations requirements.
- Prepare communication and consultation documents such as storyboards, newsletters, website content, power point presentations, newspaper notices, and community consultation plans.
- Organizing and attending public meetings, communality liaison committee meetings, and other consultation events.
- Train and/or mentor junior/less-experienced team members on permitting and environmental compliance and public consultation activities and best practices.
- Organize and prioritize multiple tasks in an effective and timely manner, set priorities, and meet deadlines to support the project schedule.
- Work with the Project Management Office on task schedules and environmental permitting and consultation updates.
- Work with environmental monitors and contractors on construction projects to ensure activities meet regulatory requirements and that applicable procedures and mitigation measures are implemented.
- Conduct field and site inspections to assist the developing and operating sites in adhering to laws, regulations and policies governing environmental compliance.
- Liaise with regulatory agencies on matters related to permitting, reporting, investigating and/or negotiating compliance concerns.
- Additional responsibilities and changes in responsibilities may be made at the discretion of the Director of Environment and Community Consultation and/or the VP, Regulatory & Compliance.

### **Knowledge, Skills & Abilities**

- Strong understanding of environmental policy, agency processes and permitting requirements for renewable energy projects in Canada and a demonstrated ability to quickly learn requirements in new jurisdictions
- Strong understanding of environmental impacts and mitigation measures for construction projects and post-construction mitigation and monitoring programs



for wind projects

- Knowledge of environmental issues management during construction projects
- Experience preparing community engagement plans and hosting public meetings, open houses and other consultation events
- Strong written and verbal communication skills
- Ability to communicate effectively with audiences that include but are not limited to management, coworkers, clients, contractors, governmental authorities, indigenous groups, public and stakeholders
- Strong organizational, analytical and multi-tasking abilities
- Ability to maintain and ensure confidentiality
- Ability to manage time effectively to work in a high volume/tight deadline environment with shifting priorities.
- Attention to detail is essential
- Good working knowledge of Word, Excel, Adobe and Outlook and aptitude for and interest in learning new technologies.

### **Minimum Requirements**

- Minimum three to four (3-4) years of environmental permitting work-related experience, of which at least two (2) years included coordinating and/or managing large environmental assessments and securing construction permits/approvals (preferably for renewable energy projects)
- Accredited four (4) year degree or global equivalent in applicable field of study (e.g., Environmental Studies) or equivalent experience
- Valid Ontario Class G Driver's Licence
- Ability to travel up to 30% of the time

### **Deadline**

Friday, February 28, 2020

### **Contact**

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