

Position Number: **Benchmark Job #347**

Ministry: Environment, Lands and Parks

Branch: Pollution Prevention

Location: Victoria

Working Title: **Pollution Prevention Analyst**

Level: Range 21

NOC Code: 2231

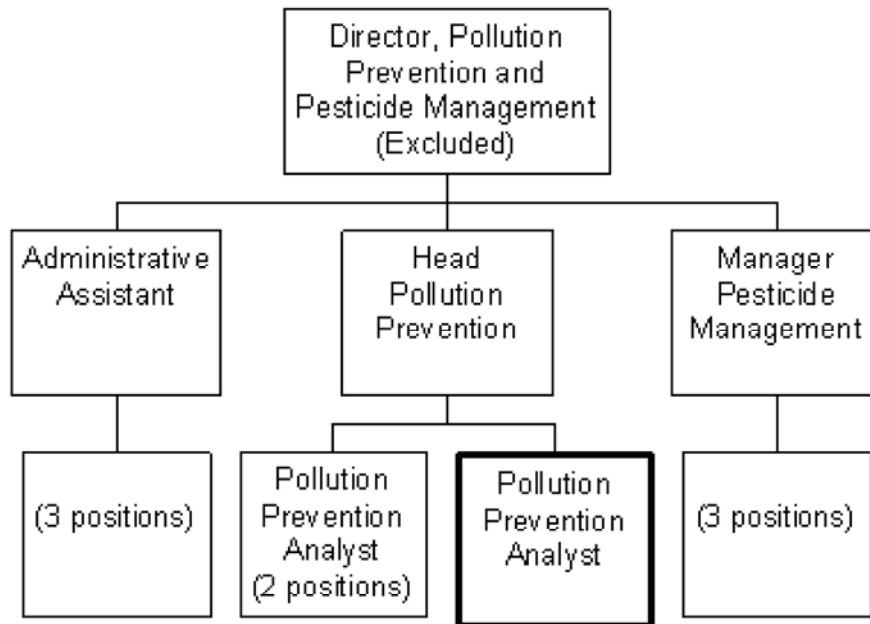
PRIMARY FUNCTION

To contribute to the development of a comprehensive environmental review and pollution prevention planning process and to advise ministry staff on issues related to pollution prevention programs.

JOB DUTIES AND TASKS

1. Supports the establishment of an Industry Funded and Operated (IFO) Product Stewardship Program for Hazardous Products
 - a. gathers and assesses the problems created by targeted hazardous products
 - b. assesses similar programs in other jurisdictions to determine strategies for the provincial IFO program
 - c. provides technical input to agreements between industry and government to establish the industry funded and operated Product Stewardship Program for Hazardous Products
 - d. prepares draft regulations relating to IFOs for Legislative Counsel and provides advice and counsel to senior management on the impact of Ministry and government policies and procedures on IFO programs
2. Contributes to the establishment of an industrial pollution prevention and reduction of hazardous substances framework
 - a. gathers and assesses issues related to pollution prevention planning and implementation
 - b. prepares briefing notes and reports identifying major challenges to the implementation of pollution prevention practices and provides operational strategies to address the challenges
 - c. establishes a planning process to develop program goals, objectives and strategies
 - d. gains agreement on pollution prevention planning agreements, terms of reference and legal documents relating to the industrial sector
 - e. develops the Pollution Prevention Planning Manual
 - f. develops a process of public consultation in the planning model
 - g. links Branch goals and objectives relating to pollution prevention with the Ministry planning process and integrates related Environmental Protection Branch programs with the process
3. Establishes pollution prevention analytical methodologies and coordinates related studies
 - a. works closely with the provincial stakeholders, the public, ministry, and government officials to identify major pollution prevention programs and to develop a sound knowledge and understanding of recent trends and issues in pollution prevention
 - b. coordinates and conducts pollution prevention testing and pilot projects to serve as models for the public and the business community, which may lead to legislative changes
 - c. prepares recommendations for policy, procedures, and regulations to support legislation and define operational objectives and standards for a province-wide program

4. Provides advice, counsel and support to Regional Pollution Prevention Officers
 - a. provides advice and guidance regarding the development of pollution prevention programs
 - b. recommends standards of performance for pollution prevention programs
 - c. analyzes and monitors field reports, information and data against performance expectations
5. Performs related duties
 - a. monitors and assesses field activities and major pollution prevention projects
 - b. prepares reports on the Regional Pollution Prevention and Pesticide Management Program
 - c. develops public education program manuals and support materials
 - d. coordinates and leads pollution prevention workshops and conferences
 - e. supports the establishment of pollution prevention plans in ministries, agencies, boards and crown corporations
 - f. drives a vehicle to conduct site inspections



| FACTOR | REASON FOR CLASSIFICATION | DEGREE | POINTS |
|--------|---|--------|--------|
| 1 | <p>JOB KNOWLEDGE</p> <p>Understand the theory of environmental protection with particular reference to industrial pollution prevention in order to test and provide operational strategies to address the implementation of pollution prevention planning and provide guidance to regional operations.</p> | H | 280 |
| 2 | <p>MENTAL DEMANDS</p> <p>Judgement to modify techniques and approaches to work with evolving pollution prevention practices to contribute to the development of the pollution prevention framework.</p> | G | 200 |
| 3 | <p>INTERPERSONAL COMMUNICATIONS SKILL</p> <p>Persuasion required to use basic negotiation skills to elicit cooperation from provincial stakeholders to develop industry stewardship and pollution prevention planning agreements.</p> | D | 45 |
| 4 | <p>PHYSICAL COORDINATION AND DEXTERITY</p> <p>Moderate coordination and dexterity required to drive a vehicle to monitor pilot projects and to inspect sites.</p> | C | 15 |
| 5 | <p>RESPONSIBILITY FOR WORK ASSIGNMENTS</p> <p>Guided by general policies and guidelines which impact on pollution abatement across the province, carries out projects that contribute to the development of a framework, objectives and standards to deal with industrial pollution.</p> | F | 160 |
| 6 | <p>RESPONSIBILITY FOR FINANCIAL RESOURCES</p> <p>No financial responsibility.</p> | A | 5 |

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|--------|--|--------|--------|
| 7 | <p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</p> <p>Moderate responsibility to drive to inspection sites to monitor pilot projects and to set up own user information system.</p> | C | 15 |
| 8 | <p>RESPONSIBILITY FOR HUMAN RESOURCES</p> <p>No responsibility for human resources.</p> | A | 5 |
| 9 | <p>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</p> <p>Significant care and attention is required for the well-being of others through strategies to deal with hazardous products and to prevent environmental pollution.</p> | D | 25 |
| 10 | <p>SENSORY EFFORT/MULTIPLE DEMANDS</p> <p>Focused attention to detail to frequently visually focus to read, examine and assess technical papers and proposals.</p> | C | 12 |
| 11 | <p>PHYSICAL EFFORT</p> <p>Moderate physical effort is required to frequently visually focus on printed materials, reports and written correspondence.</p> | C | 12 |
| 12 | <p>SURROUNDINGS</p> <p>Exposure regularly to all weather conditions with shelter available when conducting field work.</p> | B | 4 |
| 13 | <p>HAZARDS</p> <p>Limited exposure to hazards occasionally from chemicals and toxic substances while on field inspections.</p> | B | 4 |

Total Points: 782

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