



# Senior Product Owner, Climate Platform

## Job Description

ICLEI Canada

### Position Summary

As the ICLEI Canada Senior Product Owner, Climate Platform, you will join an expanding ICLEI staff team and a larger team of content, implementation, mobilizing and advisory partners to guide the development and mobilization of an online Climate Platform for local governments. This online platform will provide curated, centralized access to the most relevant tools and data for the advancement of low-carbon, climate resilient infrastructure in communities across Canada.

You are a strategic thinker primed and motivated to contribute to innovations in climate-ready infrastructure. You are well-informed on a range of climate change and environmental sustainability issues and are familiar with the best tools and resources for accessing environmental and climate change data. Without losing sight of the big picture, you can discern what needs doing next and can work with a team to achieve it. You are interested in technology and web-based tools, you excel in written and oral communications and can easily build relationships across a variety of sectors. You thrive in a hybrid work environment, finding effectiveness in both virtual and physical office environments.

You are motivated to work in the non-profit industry. Self-driven, you thrive in fast-paced project-based work environments where priorities, timelines, and tasks shift quickly and frequently.

ICLEI's mission is to build and serve a worldwide movement of local governments to achieve tangible improvements in global sustainability with special focus on environmental conditions through cumulative local actions.

#### Canada Office

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Studio 204  
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#### World Secretariat

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53113 Bonn, Germany

[www.icleicanada.org](http://www.icleicanada.org)  
[www.iclei.org](http://www.iclei.org)



# Responsibilities

- Oversee/contribute to user and market research to develop user personas and define product vision (how users will leverage the project; product relationship to and integration with existing third-party products; desired impact).
- Work alongside Technology Team Lead, digital developer and sub-trades (UX, Design, Front and Back-end Developers, Communications)
- Manage data gathering on user needs, user experience, and how users interact with digital services (drawn from focus groups, interviews, workshops, Platform surveys, user experience testing and web analytics)
- Guide team in mapping interactive features and products of the platform.
- Identify Quick Wins or a Minimal Viable Product (MVP) for inclusion in initial platform launch (integration of lightweight resources and tools readily available for inclusion).
- Plan and be responsible for defining epics, features, and stories for launch every six months and build in processes for incremental improvements over five years.
- Coordinate/direct communications teams in ongoing and phase-specific communications (e.g. pre-launches).
- Generate knowledge products that drive and support climate ready infrastructure, including locating and gathering information from applied work that would not otherwise be easily discoverable.
- Dream up innovative content for future releases (additional climate tools/resources/supports).

Lead a team to:

- Identify, gather, and curate net-zero and resilient infrastructure resources for inclusion in online platform.
- Map additional core content contributors.
- Write plain language explanations for existing climate tools and resources.
- Perform gap analysis and identify timelines for additional net-zero/resilient infrastructure-related tools and resources.
- Develop analytical tools to support users in understanding energy and emissions data, including consumption, energy poverty, modeling, and benchmarking.

- Develop/adapt analytical tools to support users in vulnerability and risk assessment, resilient infrastructure planning, spatial modelling, and benchmarking.

Oversee and support technology team in:

- Buildout of platform infrastructure.
- API and digital integrations.
- Rapid prototyping and iteration based on user input.
- Feature testing, A/B testing, beta testing (MVP and ongoing releases), features release scheduling, accessibility audit, and milestone deliverables.
- Open publishing and participating in co-development and sharing of open-source code and applications with other Climate Platforms.
- Building components of digital services that can be reused and repurposed in the climate community and elsewhere.

## Experience/Background

- Required: live in and be authorized to work in Canada, with the ability to travel in Canada and abroad as needed.
- Ability to work out of ICLEI's offices in Toronto/Montreal is a strong asset.
- Fluency in oral and written English is required, with fluency in oral and written French a strong asset.
- 10+ years of professional experience related to infrastructure, climate change, and/or asset management is required.
- Experience in climate change adaptation, risk reduction, vulnerability and risk assessment methodologies, and adaptation planning is a strong asset.
- Experience in climate change mitigation, emission inventories, emissions reductions, modelling, decision-support, and energy planning is a strong asset.
- Experience in Agile processes, Information Technology Design & Management, Software Development, or related field is a strong asset.
- Project management experience, especially as related to information technology/business administration/NGO contexts, is an asset.
- Understanding of the non-profit NGO environment and of the local government sector is an asset.

- Excellent interpersonal and communication skills.
- Strong analytical, research, and organizational abilities.
- Experience in stakeholder engagement and facilitation.
- Ability to excel in a fast-paced, ever-changing and dynamic environment.

## Details of the Position

**Annual salary:** This position falls within a salary band of \$100,000 - \$120,000.

**Position:** Full-time, 5 year term (open to extension).

**Location:** Flexible, candidate must be able to work from home/remotely, from within Canada and should be available to work from an [ICLEI Office](#) when required.

**Work hours:** 40 hours per week, with flexibility to accommodate individual needs. Autonomy, adaptability, and respect for work-life balance are highly valued and built into the ICLEI Canada culture.

**Bonus structure:** Merit-based bonus system structure, applied annually at rates established each year, subject to budget availability.

**Vacation:** 15 days per year + 5 free days to be exclusively applied over the winter break.

**RSP and Benefit:** \$15 per pay period paid out annually with group health benefits to be implemented in January 2024.

## Application Procedure

Applications will be reviewed on a rolling basis. Interested candidates are invited to submit an application by emailing [iclei-canada@iclei.org](mailto:iclei-canada@iclei.org) with the title of the position in the subject line. Applications should include resumes and cover letters that clearly demonstrate relevant experience and the ability to meet the job responsibilities. Samples of work are also welcome. We thank all candidates for their interest; however, we will only contact those selected for an interview.

We are committed to creating a comfortable and inclusive environment for all candidates. We encourage applications from equity-seeking groups, including people with disabilities. Accommodations are available upon request at every stage of our recruitment and selection process. Please reach out as needed.

# About Us

ICLEI – Local Governments for Sustainability is a global network of more than 2,500 local and regional governments committed to sustainable urban development. Active in 125+ countries, we influence sustainability policy and drive local action for low-emission, nature-based, equitable, resilient, and circular development. Our Members and team of experts work together through peer exchange, partnerships, and capacity building to create systemic change for urban sustainability.

We provide a wide range of services for local, provincial, and federal governments in support of developing sustainable, climate-ready communities. This support includes but is not limited to:

- **Adaptation and resilience planning:** Working with communities to develop collaborative and implementation-focused resilience plans.
- **Energy and emissions planning:** Supporting communities as they reduce their energy and emissions and move towards a low-carbon future.
- **Capacity building:** Providing opportunities to build expertise locally on climate change, sustainability, and resilience.

The ICLEI Canada team has over 100 cumulative years of experience in the municipal sector and in non-profit organizations. Our work happens across Canada, also known as Turtle Island, which has traditionally been and is home to many diverse First Nations, Inuit, and Métis peoples since time immemorial. We recognize that reconciliation is a fundamental component to building net-zero resilient communities and endeavour to listen to and learn from Indigenous Peoples on an ongoing basis in the process of our work.

ICLEI Canada is committed to policies and practices that encourage an equitable and inclusive workplace, respectful and supportive of the diversity of our team and the dignity of the individual. Individuals of diverse identities and lived experiences—including but not limited to race, ethnicity, nationality, socio-economic status, sexual orientation, gendered identity/expression, and physical and mental abilities—are welcome to be themselves in our workforce.

ICLEI's commitment to equity, diversity, inclusion, and belonging extends to its capacity-building work with local governments as laid out in these resources: [Equitable Climate Adaptation](#); [Integrating equity, diversity and inclusion into municipal climate action](#).

ICLEI Canada's head office is located in Toronto on the traditional territory of the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples. The British Columbia office is hosted by the City of Victoria on the homelands of the Songhees and Esquimalt People, and the Quebec office is hosted by the City of Montreal on the traditional territory of the Kanien'kehà:ka/Mohawk Nation.