



## Climate Adaptation Project Manager

Canadian Water Network (CWN) has a tremendous opportunity to support the National Adaptation Strategy and advance adaptation in the water sector – come join us and lead an impactful adaptation project for water utilities across Canada.

CWN is launching a 33-month project to adapt international guidance on adaptive pathway planning, a framework for incorporating deep uncertainty into large water management and infrastructure projects, to a Canadian context and pilot it's approach in Canada. The Climate Adaptation Project Manager will work with Canadian municipal water leaders to demonstrate the benefits and potential shortcomings of an Adaptive Pathway Planning framework that considers uncertainties like climate change and population growth.

The Climate Adaptation Project Manager will apply project management best practices to lead and implement innovative approaches to municipal water master and long-term planning. CWN is looking for a team player with sound knowledge of municipal water engineering and long-term planning with a passion for supporting the municipal/utility water sector.

### About Canadian Water Network

CWN is a national non-profit that supports decision-makers in addressing complex water-related challenges at the intersection of Communities, Health, and Climate. CWN convenes cross-sectoral networks of professionals to promote peer-to-peer learning, catalyze collaboration and accelerate action. Learn more about CWN on our [website](#).

### About Adaptive Pathway Planning Project

Adaptive Pathway Planning (APP) is an internationally developed planning approach that recognizes future uncertainty, especially when dealing with complex and dynamic systems like climate change. APP provides a structured framework for advancing our abilities to implement large water projects yet maintains the ability to adapt to an uncertain future.

For this project, the Climate Adaptation Project Manager will work with project partners, APP experts, international practitioners, and members of CWN's Municipal Consortium to form a National Steering Committee to adapt the framework to a Canadian context. Further, the PM will establish a National Community of Practice (CoP) to identify case studies suitable for the Adaptive Pathway Planning Framework in Canada and four theme-focused local networks to facilitate peer learning on APP to pilot the framework. The PM will work with the CWN team to capture knowledge through peer learning and documenting at least four case studies for the project. The PM will be responsible for all facets of the project and will have the opportunity to learn from and support water leaders across Canada.

## Job description

The Climate Adaptation Project Manager position will lead the adaptation of international guidance on Adaptive Pathway Planning to a Canadian context by working with project partners. They will also lead the development of local networks to pilot Adaptive Pathway Planning approaches.

The Climate Adaptation Project Manager will report to the Director, Communities and Climate, and is a member of the Municipal Consortium team.

### Key Responsibilities

- Oversee and manage project timelines and budgets, setting and meeting milestones and ensuring project outputs are delivered on time and within budget.
- Plan and allocate project resourcing, ensuring all team members and project participants understand the expectations, goals and time commitments required.
- Establish and maintain strong lines of communication both internally and externally to project partners and participants.
- Establish and report on key performance indicators for managing and implementing project activities.
- Ensure all project reporting requirements are met with external funding agencies.
- Maintain project documentation and provide regular reports on progress, issues, outputs and outcomes.
- Develop external-facing documents such as reports, case studies, project briefing notes, and meeting or workshop captures.
- Convene, facilitate and support a project steering committee. Capture insights and action items from Steering Committee meetings and implement next steps.
- Frame and facilitate virtual and in-person meetings with municipal water servicing leaders and other experts to ensure meeting objectives are met and insights captured.
- Support project implementation with research approaches such as developing surveys, informant interviews, structuring workshops, developing databases, synthesizing peer-reviewed or grey literature, and planning, or policy documents.
- Identify, design and implement risk management strategies related to issues which may interfere with project success.

- Design and develop workshops, webinars and meetings, including hosting project specific sessions at Blue Cities 2025 conference
- Track the execution of contracts, agreements and memoranda of understanding, including budgets, deadlines and deliverables, and coordinate and complete required external reporting.
- Develop and maintain a wide-ranging network of stakeholders, including utilities, industry, academia, government and NGOs in support of the Adaptive Pathway Planning in Canada.

### Knowledge and Experience Requirements

- An Environmental Engineering degree or a Master of Science Degree in Environmental Science with a specific focus in urban water management planning or related degrees with a focus on municipal water or infrastructure management. A professional engineering designation is an asset.
- Five + years of experience in a project management role in an environmental field. PMP certification is not required but is considered an asset.
- Knowledge of municipal water or infrastructure master/long-term planning in support of drinking water, wastewater and stormwater management;
- Experience managing large multi-year projects efficiently and effectively with tight deadlines.
- Strong verbal and written communication skills, particularly the ability to express complex technical concepts effectively to both technical and non-technical audiences.
- Effective team leadership and participation including the ability to appreciate and work effectively with people from a diverse range of perspectives, professional backgrounds and expertise, recognizing that this brings richness to the challenge or situation at hand.
- Demonstrated skills in knowledge mobilization, knowledge-synthesis, including the ability to discern the implications of complex and technical information.
- Strong presentation skills and facilitation skills to implement workshops, meetings etc.
- Flexibility of approach and the ability to adjust to rapidly evolving environments and conditions to function effectively and ensure continuity.
- Fluency in written and spoken French would be considered a strong asset.
- Proficiency in Microsoft Office 365, including SharePoint, project management software, e.g., Monday.com, video conferencing software

## Why Canadian Water Network

We have a collaborative culture filled with genuinely good people who want to make an impact in the water sector. In this role, you will join a well-respected nonprofit to mobilize knowledge with current and emerging water leaders across Canada to advance, accelerate and improve decision-making in the water, health, climate and communities' space. Our flexible work policy – we recognize the importance of balance in our lives and encourage you to prioritize balance in yours.

## Work environment

Although CWN offices are in Waterloo, Ontario, our team works in a hybrid environment, where most staff work from home and come together in person several times a month. Fully remote positions are also considered. Consequently, CWN will consider candidates from anywhere in Canada in support of our pan-Canadian network.

## Terms of employment

The Climate Adaptation Project Manager is a full-time, fixed-term contract position beginning April 1, 2024, and ending December 31, 2026, subject to funding. You must be based, and have the legal right to work, in Canada.

This position requires some domestic travel.

## Application instructions

Please send your **resume and cover letter in English**, sharing your interest in this position to [careers@cwn-rce.ca](mailto:careers@cwn-rce.ca) as soon as possible; we will begin interviewing candidates at the beginning of March on a rolling basis until the position is filled. Our commitment is to support a diverse, equitable, and inclusive work environment and hire the best candidate. To eliminate any bias in our application review process, **please withhold all identifying information from your application's attachments (including your name, address, personal social media accounts, etc.)**. Your name and contact information should be included in the body of your email so we can contact interview candidates. The position will be posted until we have found the ideal candidate.