



TITLE: DIRECTOR, BC INNOVATIVE CLEAN ENERGY (ICE) FUND

CLASSIFICATION: BAND 4

MINISTRY: ENERGY, MINES AND LOW CARBON INNOVATION

WORK UNIT: ELECTRICITY AND ALTERNATIVE ENERGY DIVISION, ALTERNATIVE ENERGY BRANCH

SUPERVISOR TITLE: EXECUTIVE DIRECTOR, ALTERNATIVE ENERGY

SUPERVISOR POSITION #: 96591

CONTEXT

The Ministry of Energy, Mines and Low Carbon Innovation (Ministry) is responsible for British Columbia's (B.C.'s) electricity, alternative energy, hydrogen, oil, natural gas and related infrastructure, and the province's mining and mineral exploration sectors. To support B.C.'s coordinated climate, energy and economic objectives, the Electricity and Alternative Energy Division (EAED) develops and implements legislation, policies, and programs to support all forms of electrical power generation, economy-wide energy efficiency and conservation, and the advancement of leading edge, clean energy pathways. EAED carries out this work in support of the CleanBC plan and Roadmap to 2030, as well as commitments to Indigenous reconciliation. EAED's objective is an innovative, low carbon energy portfolio that advances economic opportunities across all sectors to accelerate efforts to decarbonize B.C.'s energy production and use.

Within the EAED, the Alternative Energy Branch has responsibility for policies, programs and initiatives related to:

- BC Innovative Clean Energy (ICE) Fund;
- Energy Decarbonization;
- Clean Transportation; and,
- Low Carbon Fuels.

The BC ICE Fund is a Special Account, funded through a levy on certain energy sales, designed to support the Province's energy, economic, environmental, and greenhouse gas reduction priorities, and to advance B.C.'s clean energy sector. Since 2008, the ICE Fund has committed approximately \$110 million to support pre-commercial clean energy technology projects, clean energy vehicles, research and development, and energy efficiency programs. Successful ICE Fund partnerships have included many emerging clean tech companies, universities, Indigenous Peoples and municipalities across British Columbia. Technology demonstrations have included carbon capture use and sequestration, hydrogen, bioenergy, marine energy, solar, geo-exchange, desalination, energy management, smart grid, and waste-to-energy.

JOB OVERVIEW

The Director, Innovative Clean Energy (ICE) Fund, is the Ministry lead on initiatives related to the funding and direction on emerging clean and innovative energy technologies. The Director supervises two full-time employees.

The position manages the overall operation of the ICE Fund and innovative clean energy technology approaches, including developing productive working relationships with a wide variety of senior officials in government, industry, environmental and academic communities, and develops collaborative relationships with other federal agencies (e.g., Sustainable Development Technology Canada) and provincial organizations (e.g., the B.C. Centre for Innovation and Clean Energy) to leverage projects.

The Director operates in a confidential planning and advisory position in the development of clean energy policy for the government. The position manages the operations of the ICE Fund in relation to its ongoing approved spending plans, presents recommendations for decision, and participates in Ministry budgeting and Treasury Board discussions.

The Director leads the development, implementation, and evaluation of policies, projects, programs, and strategies that support B.C.'s energy and environmental objectives and related initiatives arising from the Minister's mandate from the Premier. This involves leading initiatives to communicate innovations in clean technology across government, to industry, business, and environmental and community stakeholders to encourage investment and showcase successful projects.

ACCOUNTABILITIES

1. Provides strategic advice, options, recommendations, and status reports regarding the ICE Fund, clean energy technologies, and the energy transition to senior executives, including the Executive Director, the Assistant Deputy Minister (ADM), the Deputy Minister (DM), the Minister, Cabinet and ADM/DM Councils.
2. Leads and manages all aspects of the design, implementation, evaluation, monitoring, risk management and continual improvement of the ICE Fund Special Account.
 - a) Leads the development and implementation of the ICE Fund's policy and operational framework and performance standards, ensuring alignment with government and Ministry strategic priorities.
 - b) Leads short, medium, and long-term program planning to guide the evolution of the ICE Fund.
 - c) Leads program operations including the solicitation and evaluation of project proposals. Prepares recommendations for the ED and ADM to obtain approval for ICE Fund project authorizations.
 - d) Leads and directs the oversight of funded projects, ensuring compliance with governance, accountability, performance and other standards and requirements. Prepares options and recommendations to address performance deficiencies. Leads the implementation of approved recommendations.
 - e) Leads issues management and acts as the provincial spokesperson (in coordination with the government communications office) regarding all aspects of the ICE Fund.
 - f) Manages program reporting.
3. Build collaborative relationships and partnerships with the private sector, public sector, industry associations, private/public funding entities, and other levels of government in relation to clean energy policies, projects, and programs.
 - a) Lead, manage and leverage the development and implementation of clean energy projects.
 - b) Negotiate private/public sector funding agreements to launch new endeavours that promote specific sector development.
 - c) Promote the export of innovative B.C. clean energy technologies.
 - d) Lead the analysis of sector and market trends such as competitive factors, emerging issues, opportunities, and obstacles, in order to provide options and recommendations to the ministry and to industry.
 - e) Consult with stakeholders, develop terms of reference to define scope of projects and project components, draft project plans to identify timelines, deliverables, methodologies, and resource requirements and conduct projects.
 - f) Work with industry associations to promote international trade opportunities.
4. Other related responsibilities
 - a) Prepare issue papers, briefing notes, estimates notes, submissions, responses and other documents (e.g. communications materials).
 - b) Prepare and deliver briefings and formal presentations to senior ministry, government, and industry stakeholders.
 - c) Contributes expertise to government priorities including Indigenous reconciliation and economic development.
 - d) Supervises staff including assignment of work, the development and evaluation of performance plans, approval of leave, response to grievances and initiation of disciplinary processes.
 - e) Initiate and manage contracted resources to perform elements of projects or obtain specialized expertise; monitor contract performance and certify receipt of deliverables.
 - f) Act as an Expense Authority for administration of the Special Account

- h) Manages all aspects of unit finances, including budgets, forecasts, contracts, and expenditures.
- i) Maintain current knowledge of emerging clean energy technologies.

JOB REQUIREMENTS

Education/Experience:

- Degree in natural resource management, public administration, business administration, political science, energy/engineering or a related discipline **AND** a minimum of 3 years of recent, related experience* **OR**
- A minimum of 5 years of recent, related experience*

***Recent, related experience requirements must include the following:**

- Minimum of 5 years (or 3 years with a Degree) of management experience, leading, or contributing to, as senior subject matter expert, the development and implementation of a public sector program designed to influence and promote changes.
- Experience managing relationships with a wide network of internal and external contacts.
- Experience providing strategic advice, options, and recommendations to senior public sector decision-makers.
- Experience providing leadership and direction to staff in a union environment and managing all aspects of a branch budget.

Preference may be given to applications with education and/or experience related to:

- Clean energy and/or innovative clean technologies and related funding approaches.
- Climate change: including GHG reduction strategies, techniques, and technologies.

WILLINGNESS STATEMENT

- Occasional overnight travel is a requirement of this position.

KNOWLEDGE, SKILLS AND ABILITIES

- Ministry of Energy, Mines and Low Carbon Innovation mandate, service plan, legislation, programs, and initiatives.
- Relevant legislation and regulations (e.g., *Special Accounts Appropriation and Control Act*, *Clean Energy Act*, *BC Low Carbon Fuel Regulation*, *Greenhouse Gas Reduction Regulation*).
- International and domestic energy and innovative energy markets, and factors in economic competitiveness.
- Energy markets, clean and renewable energy, related environmental issues (e.g., energy transition).
- Policy and program management including leadership, planning, consultation/engagement, communications, etc.
- Strategic/operational planning, performance management and change leadership.
- Financial management, contract management, service level agreements, human resource management, project management and risk management.
- Excellent written and oral communication, presentation/facilitation and interpersonal skills, and attention to detail.
- Excellent analytical, problem solving and judgement skills.
- Ability to manage multiple priorities and produce results within deadlines.
- Ability to lead a team of diverse multi-disciplinary employees.
- Ability to communicate complex information to a variety of audiences and ensure it is understood.
- Ability to demonstrate leadership, inspire and provide direction and continually improve outcomes.

STRATEGIC LEADERSHIP COMPETENCIES

- **Vision and Goal Setting** involves knowledge and skills in establishing official and operative goals for the organization/units and to establish a system of measuring effectiveness of goal attainment.
- **Creating and Managing Change** involves knowledge and skills to manage in the organization through setting direction and urgency, building a coalition of support, communicating widely, handling resistance to change and facilitating implementation of successful change actions.
- **Solving problems** creatively involves knowledge and skills in fostering creative problem solving in the organization through critical reflection, problem analysis, risk assessment and rewarding innovation. This job requires the following most of the time:
- **Building Strategic Alliances** involves knowledge and skills to engage in internal and external stakeholder analysis and to negotiate agreements and alliances based on a full understanding of power and politics.
- **Promoting empowerment** involves knowledge and skills in using processes such as delegation and information sharing to enhance subordinate ownership and empowerment over their task and performance.
- **Executive Presence** involves knowledge and skills in influencing others and having an observable impact at the executive level, through personal credibility, leadership, confidence, and an understanding of other people's perspectives and interests.
- **Communicating Effectively** involves good presentation skills (verbal and written), careful listening, problem framing and use of presentation technologies.