



Dairy Farmers of Canada is the national policy, lobbying, and promotional organization representing Canadian dairy producers. DFC strives to create stable conditions for the dairy sector in our country. It also seeks to maintain policies that promote the sustainability of Canadian dairy production and promote dairy products and their health benefits. Dairy farmers have set a goal of net-zero emissions from farm-level dairy production by 2050. *We are currently seeking a **Sustainability Manager** to join our team based in **Ottawa**.*

Job Summary

Reporting to the Director, Sustainability and On-Farm Services or to such other person that Dairy Farmers of Canada (DFC) designates, the Sustainability Manager acts as a lead resource on sustainability files, with a key focus on but not limited to greenhouse gases and climate change, biodiversity, nutrient management, and water quality and use.

The incumbent works closely with the Policy & Trade, Sustainability, Sustainable Production and greater Advocacy teams to support research and development and participates in the collective effort of organizational objectives.

Duties & Responsibilities

1. Sustainability

- a) Is the key scientific advisor and manager of DFC's key sustainability reports including the life cycle assessment (LCA), Best Management Practices Guide, sustainability reporting and net zero tracking/reporting;
- b) Monitors and keeps abreast of existing and emerging sustainability issues, communications and perceptions related to dairy farming in Canada;
- c) Policy lead on sustainability files related to dairy farming;
Acts on behalf of DFC as scientific advisor to the proAction® program to assist in and further the development of modules supporting sustainability;
- d) Collaborates with other DFC departments to ensure scientific accuracy of communications and marketing related to dairy sustainability;
- e) Support the research team in selection and review of new projects;
- f) Monitors the greenhouse gas emissions of the Canadian dairy industry, and makes recommendations to the International Dairy Federation on dairy LCA guidelines and to the Canadian National Inventory Report to ensure accuracy of how GHG emission reporting is done;
- g) Works with partners, including but not limited to consultants, agencies, and DFC personnel, on projects to understand the environmental footprint of dairy and how it relates to international goals for Dairy Sustainability;
- h) Monitors and tracks performance of the dairy sector as it relates to global agricultural initiatives; and
- i) Manage DFC committees related to sustainability.



2. Policy Development

- a) Represents DFC in meetings, committees and events in support of policy development related to sustainability of Canadian dairy;
- b) Engages with academic institutions, professionals, and DFC personnel in developing environmental policies and in applying research findings to on-farm realities;
- c) Provides expert policy support for development and implementation of sustainability frameworks or strategies for DFC;
- d) Implements, develops and tracks performance measures for the Canadian dairy industry's sustainability strategy;
- e) Develops industry reporting of environmental sustainability targets to ensure dairy's efforts are recognized throughout supply chain sustainability targets;
- f) Liaises and develops lasting relationships with sustainability-focused organizations in non-governmental organization sectors, other agricultural groups working on sustainability and industry stakeholders that benefit dairy farmers in Canada;
- g) Monitors, stay abreast and evaluates environmental dairy sector in the international dairy industry which could benefit Canadian dairy farmers; and
- h) Works with other DFC team members to provide expertise and advice related to sustainability regulations and policies that could affect Canadian dairy farms.

3. Team Development

- a) Lead the team's development to align with organizational mandates, objectives and strategic plans for the applicable department or service area by articulating DFC's mandate, mission, vision, and values.
- b) Develop and maintain a climate that attracts, retains, and motivates top talent.
- c) Recruit, mentor, evaluate, supervise, support, develop, promote, and guide qualified personnel.
- d) Ensure effective management and regular communication within the team with provisions for succession.
- e) Support and recommend cross-functional abilities throughout individual teams and the organization, where applicable.
- f) Effectively enable team members to act on behalf of the organization by:
 - i. Transmitting the organization's values, vision, and direction;
 - ii. Respecting and using the skills, expertise, experience, and insights of team members;
 - iii. Providing direction and resources, removing barriers, and helping develop people's skills – articulating expectations and clarifying roles and relationships;
 - iv. Communicating and supporting people in the transformation of information into knowledge and learning;
 - v. Fostering a culture of collaboration and engagement where staff can fully contribute to the insights needed to facilitate resolution and ensure good decision making;
 - vi. Engaging people in processes as well as tasks – encouraging people to use their initiative;
 - vii. Modelling behaviour;
 - viii. Coaching people to successful and sustainable outcomes.
- g) Ensure diversity, equity, and inclusion: building from the organizational direction for diversity,



equity, and inclusion, ensuring the fundamentals are embedded in all people and culture programs, initiatives, and behaviours in a manner akin to DFC's guiding principles for DEI.

Performs other related duties as required.

Professional Skills

- a) Excellent communication skills, both written and spoken, in French and English;
- b) Ability to analyze and synthesize information accurately;
- c) Excellent interpersonal skills with an ability to relate to people at all levels, internal and external to DFC. Ability to demonstrate tact, diplomacy and discretion in all communications;
- d) Excellent organizational and time management skills to effectively handle problems simultaneously and meet scheduled timelines, Project Management training preferred;
- e) Adaptability to change, able to navigate uncertainty and work independently balanced with taking direction and guidance;
- f) Must be highly professional, have good judgment, proactively take initiative, able to multitask and demonstrate ability to work well under pressure;
- g) Ability to demonstrate creativity, initiative, motivation and judgment in order to respond appropriately to requests for information;
- h) Dedicated team player with an ability to work independently; and
- i) Proficient in Microsoft Office suite programs, including Word, Excel, PowerPoint, and SharePoint.

The Ideal Candidate

- a) Master's degree in Sustainability, Economics, Policy, Data Analysis, Environmental Science, or other related field and experience;
- b) Relevant experience working with agricultural producers, or the agricultural industry considered an asset;
- c) Project Management training considered an asset;
- d) Minimum three (3) years relevant experience;
- e) Ability to understand scientific theories and data, and to translate them into easily understandable terms, indicators and performance measures at the farm level;
- f) Ability to understand qualitative and quantitative analysis, and to ensure analysis is credible; and
- g) Bilingual is a must (French and English).

Working Environment

Dairy Farmers of Canada offers flexible work arrangements for a variety of needs, including hours of work. Candidates and incumbents are encouraged to disclose accommodation requirements to People & Culture.

Working conditions are normal for an office environment. Travel is required to attend meetings primarily within Canada. Travel should not exceed 10% of total working time.



Core Competencies

DFC Ambassador & Organizational Awareness / Effective Communication / Job Knowledge / Teamwork & Collaboration

Why Dairy Farmers of Canada?

- A flexible work environment that allows individuals to maximize professional and personal development.
- Defined contribution pension plan.
- Comprehensive benefits to ensure the health and well-being of our employees.
- Generous vacation and personal days.
- Training and career advancement opportunities.
- A dynamic environment of teamwork and collaboration.
- Regular engagement with employees to participate in working groups and to seek their feedback in the development of staff activities and programs across the organization. Fun virtual events, ergonomic training, fitness challenges and various wellness initiatives are only a few of the comprehensive programs we offer.
- Do you love dairy products? If so, you will be happy to know that we offer our staff free cheese, yogurt, and a variety of dairy products on a regular basis!

These are just a few reasons that make DFC a great place to work!

DFC Mission, Vision & Values

Mission	We work together to leverage our unique skills, talents, and experience to promote and protect Canadian dairy.
Vision	Better & stronger together!
Values	We are collaborative, respectful, and accountable. We communicate transparently and challenge the status quo. We proudly celebrate our achievements.

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COVID-19 Vaccination Policy

DFC is committed to the health and safety of its employees, stakeholders, and the communities in which they live and work. Therefore, all current and potential employees must be fully vaccinated (minimum two doses of Health Canada approved vaccines) as a condition of employment in accordance with our COVID-19 vaccination policy.



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If this opportunity interests you, please submit your resume and cover letter via e-mail to hr@dfc-plc.ca.

DFC is a proud equal opportunities employer that allows all of our people to reach their full potential. A diverse and inclusive workforce is key to our success as diverse teams bring different perspectives and creative ideas that benefit the communities we serve. We encourage all qualified candidates from all walks of life to apply to join our team. We are committed to providing all employees with a workplace experience that is free from barriers, discrimination, and harassment regardless of age, sex, gender, sexual orientation, faith identity, nationality and/or disability status. If you have questions about accessible employment at DFC, or to begin a confidential conversation about your individual accessibility or accommodation needs through the recruitment process (including obtaining our communications in more accessible formats), we encourage you to contact us at hr@dfc-plc.ca. If you are selected to proceed to the selection process, please advise us if you require any accommodation. Persons with disabilities preventing them from applying online are asked to contact (613) 236-9997.