



JOIN OUR TEAM REJOIGNEZ NOTRE ÉQUIPE



The Toronto Port Authority owns and operates:
L'Administration portuaire de Toronto possède et exploite:



The Toronto Port Authority operates the Billy Bishop Toronto City Airport, the Port of Toronto and the Outer Harbour Marina. We are proud to be partners in securing Toronto's economic prosperity and enhancing its beautiful waterfront for all to enjoy.

The Toronto Port Authority has the following permanent, full-time, opportunity awaiting you:

ENVIRONMENTAL ADVISOR

The Environmental Advisor supports infrastructure and environmental initiatives by advancing approvals, permitting, and regulatory pathways, while overseeing consultant-led assessments to ensure compliance with federal and provincial requirements. The role also serves as an ESG subject matter expert, supporting stakeholder and Indigenous engagement, contributing to briefings, and assisting with program reporting, data validation, and continuous improvement efforts.

RESPONSIBILITIES:

General activities and functions include, but are not limited to:

- Lead and coordinate environmental approvals and permitting strategies across complex infrastructure projects.
- Oversee consultant-led environmental, impact, and Phase I/II site assessments to ensure quality and compliance.
- Develop and execute comprehensive environmental planning and regulatory pathways.

- Define approval sequencing, scoping requirements, and permitting obligations for projects.
- Conduct rigorous technical reviews of submissions to ensure alignment with federal and provincial legislation.
- Support ESG-aligned procurement processes and maintain audit-ready project documentation.
- Manage and deliver clear, professional project communications, including reports, memos, and correspondence.
- Coordinate cross-functional teams, contractors, and resources to drive project execution efficiency.
- Partner with Health and Safety teams to ensure full regulatory compliance across ESG initiatives.
- Monitor project performance, tracking schedules, budgets, risks, and deliverables.
- Provide expert guidance on environmental legislation, policy, and regulatory compliance requirements.
- Advise project teams on consultation and stakeholder engagement strategies aligned with best practices.
- Serve as a trusted ESG subject matter expert across business units.
- Design and deliver ESG training materials, tools, and internal awareness initiatives.
- Lead Indigenous and community engagement efforts, supporting Duty to Consult obligations.
- Advance ESG-related social initiatives, including community and Indigenous relations programs.
- Collaborate with stakeholders to define ESG requirements and integrate them into project scopes.
- Develop and deliver executive-level briefings, presentations, and committee materials.
- Represent the organization in external forums, committees, and industry working groups.
- Lead ESG data collection, validation, and consolidation for reporting purposes.
- Support development of ESG disclosures, dashboards, and Board-level reporting materials.
- Track and analyze ESG performance metrics, targets, and organizational progress.
- Identify emerging ESG risks, regulatory changes, and continuous improvement opportunities.
- Strengthen governance frameworks through risk identification, policy alignment, and controls oversight.
- Foster a culture of compliance, collaboration, professionalism, and continuous improvement across the organization.

SKILLS AND QUALIFICATIONS:

- Post-Secondary education in environmental management, environmental science, or a general environmental program with field experience is required.
- Three (3) to five (5) years' experience working in the environmental field.
- Experience leading environmental assessment, clean-up, rehabilitation or management projects on land or in-water.
- Experience working with government and or government business agencies to deliver projects.
- Proven track record of successfully managing multiple projects, on time and on budget.
- Ability to assess risk, determine size and scale of such risk and recommend approaches or solutions to decrease risk variables.
- Solid experience and understanding of project delivery principles.
- Superior interpersonal skills, able to interact with all levels in a professional, positive manner, able to build relationships and be a team player.

- Excellent communication skills both oral and written to be able to respond to internal and external government agencies, including Indigenous communities, such as, federal ministries, provincial agencies, municipal departments, the Toronto and Region Conservation Authority, external waterfront stakeholders, advocacy groups and the public.
- Highly organized, possessing a solid ability to plan and follow up.
- Possess sound judgment and the ability to effectively problem solve and/or escalate accordingly.
- Resourceful self-starter, able to work independently and within a team environment.
- Able to handle a variety of projects and produce work with a high degree of accuracy and attention to detail.
- Able to multi-task, manage and meet deadlines, and adapt easily to change.
- Proficient with Excel, Word, Outlook.
- Fluency in both official languages, English and French, is an asset.

SPECIAL CONDITIONS:

- Criminal record check will be conducted on hire.
- Annual Driver's License validity check, as applicable.
- Flexibility to work extended hours, weekend and holidays.
- Position is mobile, requirements to travel to all business units as needed is required.

WORK ENVIRONMENT / PHYSICAL DEMANDS:

- General office environment with limited privacy and background noise of computer technology and office equipment.
- Standing, walking, bending, moderate lifting, prolonged sitting.
- Job hazards may include musculoskeletal disorders (repetitive strain), neck, shoulder, back fatigue, eye strain.
- Special equipment includes computers, printers, photocopier, shredder, portable communication device, telephone.
- May involve working at various job sites, including construction zones, near water or around prolonged, loud aircraft and other noise and heavy, moving machinery and vehicles.
- Occasional prolonged exposure to extreme weather conditions.

Interested and qualified candidates are invited to e-mail a resume along with a covering letter outlining how your experience supports our position requirements to:

careers@torontoportauthority.com

In the subject line, please quote: **ENVIRONMENTAL ADVISOR**

By submitting a resume and/or job application materials, you consent to the Toronto Port Authority collecting, using, and disclosing your personal information for the purposes of present or future job opportunities, in accordance with our Privacy Policy.

We thank all applicants for their interest. However, only applicants selected for an interview will be contacted. The Toronto Port Authority is an equal opportunity employer.



To learn more about the Toronto Port Authority and the exciting work we are doing to be a city-builder and transform Toronto's waterfront go to www.TorontoPortAuthority.com