

# SUSTAINABILITY SCHOLARS PROGRAM

## Summer 2020

The UBC Sustainability Initiative (USI) is pleased to offer current UBC graduate students the opportunity to work on funded sustainability internship projects. Successful candidates work under the mentorship of a partner organization, and are immersed in real world learning where they can apply their research skills and contribute to advancing sustainability across the region.

- Visit the [Sustainability Scholars Program website](#) to learn [how the program works](#) and to [apply](#).
- Be sure to review the [application guide](#) to confirm your eligibility before applying.
- **Applications close at midnight on Sunday February 2, 2020.**

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## Research project title: Assessing industry capacity to deliver energy retrofits in Kamloops

### Sustainability Goal or Operations Plan objective

Building Modernization: to significantly increase the number of existing buildings in the community that undergo energy retrofits to meaningfully increase energy efficiency and decrease emissions intensity.

Long Term Goal:

- to significantly reduce community greenhouse gas emissions from existing buildings
- to increase electrification of space and water heating (i.e. heat pumps vs. conventional heating sources)

### Project description

This project aims to develop a strong understanding of the realities facing the local retrofit industry in Kamloops as the City is currently developing an building energy retrofit program.

The project outcomes will help the City of Kamloops shape future policy and program design with the aim to increase the uptake and impact of energy retrofits in our community. Local industry – builders, trades and suppliers – are crucial players in the push to substantially increase the number of buildings that are being retrofitted to increase energy efficiency and decrease emissions.

### Scope of Work:

#### Phase One – Primary Research and Data Analysis

- Analyze contractor survey data (survey will be underway when the Scholar starts)
- Assist with key informant interviews and/or focus groups with contractors, representing the following industry categories:
  - Insulators
  - HVAC
  - General Contractors
  - Reno-mark certified General Contractors
  - Window/door manufacturers
  - Energy Advisors
  - Designers

- Conduct thematic analysis of qualitative data collected from the interviews and survey
- Prepare a report which summarizes data analysis of both interviews and survey data

#### Phase Two – Applying Research to Community Climate Action Plan Goals

- Scan other jurisdictions to determine existing tactics for overcoming the identified challenges and capitalizing on the opportunities with contractors.
- Prepare final report and presentation detailing primary research results, secondary research results, and recommendations for policy and program action tied to Community Climate Action Plan (to be finalized Q2 2020).

#### **Deliverables**

- A report/spreadsheet containing the raw interview and survey data
- A draft report summarizing project scope, methodology and analysis of the interview and survey data
- A final report and presentation detailing primary research results, secondary research results, and recommendations for policy and program action tied to the City's Community Climate Action Plan goals. This report will be posted in the UBC Sustainability Scholars online project library
- Final presentation to internal stakeholders

#### **Time Commitment**

- This project will take **250** hours to complete.
- This project must be completed between May 4 and August 14, 2020.
- The Scholar is to complete hours between 8:30 am and 4:30 pm Monday – Friday, approximately 17 hours per week.
  - There is an expectation that the Scholar will be somewhat flexible when meeting with industry stakeholders, as they may not be available during regular business hours.

#### **Approximate Hours Breakdown (approximate guide only)**

##### Phase One (May and June)

- 50 hours to plan conduct primary research
- 100 hours to summarize and analyze primary research results
- 30 hours to write summary report

##### Phase Two (July)

- 20 hours for jurisdiction scan
- 50 hours to prepare recommendations, final report and presentation



### Required/preferred Skills and Background

- Excellent research and writing skills
- Demonstrated interest in sustainability
- Experience conducting stakeholder engagement events, including facilitation skills, is an asset
- Familiarity with research methodologies and survey techniques
- Community engagement experience
- Familiarity conducting focus group research
- Strong analytical skills
- Ability to work independently
- Project management and organizational skills
- Comfortable interacting with strangers to conduct public/in person surveys
- Must be able to travel to and stay in Kamloops for a short period. Travel and accommodation costs will be covered by the City of Kamloops (details to be confirmed with the project mentor).

### Additional information

This is an applied project; an energy retrofit program is in development, the successful Scholar will be working with the Energy Specialist to engage with industry on the program design and implementation. The results of this research will help to shape the final program design.

The successful scholar will be working with the Energy Specialist on much of the primary data collection, the scholar will be responsible for most of the data analysis and will be expected to manage and deliver this and the secondary research within the timeline of this project.

As some of this work will likely require the UBC scholar to travel to and stay in Kamloops for a short period. Any required incremental costs outside of the BC Hydro funding arrangement that wouldn't ordinarily be covered by the UBC program would be covered by the City of Kamloops.

Applications close **midnight Sunday February 2, 2020.**

Apply here: <http://sustain.ubc.ca/scholarsapply>

Contact Karen Taylor at [sustainability.scholars@ubc.ca](mailto:sustainability.scholars@ubc.ca) if you have questions

## Useful Resources

Below are some links to useful resources to help you with your resume and cover letter (there are many more online). Some of these resources also provide information on preparing for your interview.

<https://students.ubc.ca/career/career-resources/resumes-cover-letters-curricula-vitae>

<https://www.grad.ubc.ca/current-students/graduate-pathways-success>

<https://www.grad.ubc.ca/cover-letter-cv-resume-templates-ubc-career-services>

The Centre for Student Involvement & Careers will host a resume & cover letter webinar tailored for graduate students on Tuesday, January 21, 2020 from 12:00-1:30. Registration will open approximately two weeks before the webinar, and can be accessed at Careers Online.

