

Title: POSTDOCTORAL SCHOLAR

Working Title: Sustainable LA Grand Challenge Postdoctoral Scholar

Supervisor: Mark Gold, Associate Vice Chancellor for Environment & Sustainability; Casandra Rauser, Director, Sustainable LA Grand Challenge

Anticipated Percentage of Appointment: 100%

Anticipated Start Date: pending, but expected April 1 or May 1, 2018

Job Summary Statement:

The Sustainable LA Grand Challenge Postdoctoral Scholar will be an integral team member in the planning and development of Los Angeles County's first-ever Sustainable County Plan. The postdoctoral scholar will lead the data collection and analysis for the Sustainable County Plan with support from the core team, content experts, and a technical advisory committee. Data creation is not within the scope of this project. Tasks will include the review of the framework analysis and identification of data needs with county staff; data collection from county agencies, partner agencies, and other sources; data normalization, analysis, and synthesis; development of indicators and targets; data summary and indicator draft; data management and archiving of data and results; and a supportive role in the preparation and drafting of the sustainability plan. The Los Angeles Sustainable County Plan will cover the areas of energy and buildings; transportation; waste; water; open space, recreation, habitat and biodiversity; air quality; housing; public health and well-being; economy and workforce development; and climate. The postdoctoral scholar will have post-graduate training in the environment and urban sustainability, strong analytical skills that can be applied to a wide variety of environmental data, independence, strong writing ability, and will be highly skilled in Excel and general data management. Supervision of summer student workers assisting with data gathering and analyses will be required. The position is full time for 1 year. A technical and a more general writing sample will be required at the time of application.

Type of Supervision Received/Exercised:

The postdoctoral scholar will work under the direction of the Associate Vice Chancellor (AVC) for Environment & Sustainability, and in coordination with the director of the Sustainable LA Grand Challenge. The postdoctoral scholar is expected to work independently, but will consult on a weekly basis, at a minimum, with the AVC and/or Director, as well as the core team leading the Sustainable County Plan. Supervisory responsibilities of the postdoctoral scholar will include oversight of undergraduate student workers during the summer that will assist with data gathering and analyses.

Core Functions & Duties:

Core Function 1 – Research (Data Collection & Analysis)

Percent Time – 65

- Review the framework analysis and identification of data needs with core team.

- Collect data from county agencies, partner agencies, and other sources and set up a data inventory of both qualitative and quantitative information based on the studies, regulations, and reports received and collected.
- Normalize, analyze, and synthesize data.
- Develop indicators and targets in collaboration with the county and key stakeholders for each project focus area. Focus areas include, but are not limited to energy and buildings; transportation; waste; water; open space, recreation, habitat and biodiversity; air quality; housing; public health and well-being; economy and workforce development; and climate.
- Summarize data and draft indicators for sustainable county plan.

Core Function 2 – Data Management

Percent Time – 10

- Curate list of references and data sources.
- Curate data and resulting charts, tables, and maps.
- Archive data and data products.

Core Function 3 – Communication

Percent Time – 15

- Correspond with individuals (policy makers, stakeholders, agency employees, and scientists, among others) familiar with existing data for data collection task.
- Present the data in charts, tables, and maps to be used in the sustainability plan.
- Prepare project reports, including methodology and results summaries.
- Draft narrative for the plan that describes data sources, data, and findings.
- Develop peer reviewed publications and other formal academic work products (conferences, speaking engagements, etc.) relating to the data analyses and indicator development for the sustainability plan.

Core Function 4 – Undergraduate Student Oversight/Management

Percent Time – 10

- Supervise and mentor a small team of undergraduate student researchers to develop skills in data analyses and presentation, as well as substantive knowledge of urban sustainability. Ensure the student researchers are maximizing their work time, meeting deadlines on time and within the proper scope of the project.

Skills, Knowledge, and Abilities (Required/Preferred)

SKACs	Duty Reference	Required /Preferred
1. A doctoral degree in environmental science or urban sustainability (or a closely related field), or an equivalent combination of education and experience.	All	Required

2. Strong analytical and skills that can be applied to a wide variety of environmental data.	All	Required
3. Proficiency in Microsoft Word, Excel, and Powerpoint.	All	Required
4. Ability to utilize geographic information software packages and web mapping platforms such as ArcGIS or CARTO.	All	Preferred
5. Experience and skill at making scientific figures and presenting data in creative ways.	All	Required
6. Excellent written and oral communication skills to convey sometimes complicated material to a broad audience.	All	Required
7. Exceptional data organization and management skills.	All	Required
8. The ability to set priorities and meet deadlines.	All	Required
9. Independence, attention to detail, and time management skills.	All	Required
10. Interpersonal skills to interact professionally with agency staff, policy makers, scientists, and other data experts and curators.	All	Required
11. An understanding of the environment, economic, and equity issues surrounding sustainability in the Los Angeles region.	All	Preferred
12. An understanding of environmental and sustainability policy and historical events and conditions in the state of California and the Los Angeles region that have shaped the institutional structures affecting resource management as they relate to sustainability.	All	Preferred
13. Knowledge of and experience with sustainable city plans and/or climate action plans.	All	Preferred

To apply to this position, please send a **cover letter, resume or CV**, and a **technical and a more general writing sample** to Christina Hernandez, Program Administrator for the Sustainable LA Grand Challenge at UCLA at chernandez@conet.ucla.edu.