

SENIOR PLANNER

The City of Campbell River is seeking an experienced **Senior Planner** to join our Long Range Planning & Sustainability team.

Come Work and Play in Campbell River Located on Vancouver Island, surrounded by the ocean and majestic mountains, the City of Campbell River offers a rare combination of a welcoming small-town feel with large-city amenities. From summer markets and street events to an active arts and culture community to year-round, world-class recreational opportunities, the Campbell River lifestyle is unparalleled.

The role – The Senior Planner is responsible for a diverse workload and will undertake professional planning duties related to long range planning and sustainability projects and initiatives, with a focus on strategic planning policy development and implementation. The incumbent plays a key community liaison role to a range of community organizations and committees working on strategic corporate initiatives.

Responsibilities include the research, development, and implementation of a variety of long range planning and sustainability initiatives and projects including but not limited to amendments to the Official Community Plan or Zoning Bylaw, affordable housing initiatives, parks planning, transportation planning, land use planning and public art policies, and climate change adaptation.

Our ideal candidate will have:

- Graduate degree in Urban, Community or Regional Planning or equivalent related discipline or undergraduate degree in a related field combined with a significant suitable combination of training and experience.
- Certified member in good standing of the Canadian Institute of Planners (MCIP) and Registered Professional Planner (RPP) with the Planning Institute of British Columbia (PIBC) or equivalent affiliate.
- Minimum of five (5) years progressively responsible, directly related, professional planning experience within the last seven (7) years, in long range planning and policy development, preferably at the local government level.
- Experience and/or formal training in project management.
- Experience in public consultation and an IAP2 Certificate in Public Administration are considered an asset.
- Must possess a valid Class 5 Driver's Licence and provide and maintain a clean drivers abstract as per City policy.

The rate of pay for this CUPE bargaining unit position is **\$48.69 per hour** based on a 35-hour work week and includes a comprehensive benefits package. This position is eligible for flexible work arrangements which may include one of the following: compressed work week, earned day off or varied hours.

For more information on this opportunity, please see the attached job description that lists all the duties and necessary qualifications for this position.

Please note: We will be contacting applicants who meet our requirements as applications are received and this posting may close ahead of the official closing date if a successful candidate is identified.

This posting closes on Sunday, April 14, 2024

Please send your resume with covering letter, quoting **Competition EXT-24-031** to:



Email: careers@campbellriver.ca

Human Resources Department
City of Campbell River
301 St. Ann's Road
Campbell River, BC V9W 4C7

We thank all applicants, however, only those selected for interviews will be contacted.

SENIOR PLANNER (Long Range Planning & Sustainability)

Approval Date: March 2024

Department: Long Range Planning & Sustainability

IAFF

CUPE

Management

Title of Management Supervisor: Long Range Planning & Sustainability Manager

General Accountability:

Purpose and Scope

Reporting to the Long Range Planning and Sustainability Manager, the Senior Planner is responsible for a diverse workload, undertaking professional planning duties related to long range planning activities, projects, and initiatives, with a focus on strategic planning policy development and implementation.

Responsibilities include the research, development, and implementation of long range planning initiatives such as amendments to the Official Community Plan or Zoning Bylaw, and other strategic planning initiatives including but not limited to affordable housing initiatives, parks planning, transportation planning, land use planning and public art policies, climate change adaptation and other sustainability initiatives and projects. The Senior Planner will play a key community liaison role to a range of community organizations and committees working on strategic corporate initiatives.

The incumbent exercises considerable independent judgment in planning and carrying out assignments, the ability to meet deadlines, manage projects and set priorities, implement sound administrative and professional practices, deliver quality planning and policy initiatives, and achieve results on project implementation.

Nature and Scope of Work

- Manages complex planning projects including the Official Community Plan, neighbourhood plans, housing strategies, Housing Needs Assessments, and other long range planning and sustainability strategic initiatives, from inception to successful conclusion.
- In collaboration with the Long Range Planning and Sustainability Manager, leads planning policy development and implementation of Council priorities and strategic initiatives for the City.
- Researches, develops, plans, coordinates, and implements key planning policies, programs and initiatives including but not limited to affordable housing, parks planning, transportation planning, land use planning and public art policies, climate change adaptation and other sustainability initiatives and projects.
- Leads comprehensive land use planning and policy reviews, and the preparation of reports for consideration and approval by senior management or Council.
- Prepares and delivers reports and presentations to senior management, Council, City committees, community groups and the general public on planning issues, initiatives, and projects.
- Undertakes research projects, studies and analysis and prepares comprehensive planning reports for submission to senior management and Council.
- Plans, conducts and facilitates public consultation and engagement meetings and workshops using a variety of forums and methods.
- Attends and represents the Long Range Planning and Sustainability Department at Council, Public Hearings, advisory committees, community planning meetings and events.
- Responds to public enquiries, consults with, and provides expert technical planning advice and recommendations to other departments, the general public and external organizations and agencies.

- Works collaboratively with the Development Services Department and other City departments, community partners, local governments, First Nations, agencies, consultants, contractors, developers, and the general community to achieve long range planning and sustainability objectives.
- Liaises with community organizations on housing, homelessness, community health and safety, downtown initiatives and other strategic priority areas when assigned by Manager.
- Supervises, directs, and coordinates the work of junior staff as required.
- Performs other duties as required.

Necessary Qualifications

Knowledge:

- Thorough knowledge and understanding of the philosophies, principles, best practices and objectives of community and regional land use planning and design, community development, environment and sustainability issues.
- Sound knowledge of principles, best practices, techniques and methods applicable in affordable housing / social planning, particularly at the local government level.
- Current and comprehensive knowledge of relevant local government and provincial legislation and acts; statutory and regulatory requirements and responsibilities; and municipal bylaws and policies related to planning and land use in British Columbia.
- Strong understanding of public planning process and land use strategies.
- Knowledge of municipal administrative procedures and of political decision making processes.
- Knowledge of interactive web maps or other GIS systems.
- Basic knowledge of Health and Safety and emergency management principles.

Skills:

- Excellent long range planning technical skills.
- Superior analytical, problem solving and decision making skills with strong attention to detail.
- Excellent verbal and written communication and presentation skills for a broad range of audiences.
- Strong interpersonal, facilitation, conflict resolution, consensus building and negotiation skills.
- Excellent organizational, time management and project management skills.
- Demonstrated leadership skills in navigating the complexity and nuances of the political environment in addressing complex and sensitive planning initiatives.
- Safe work habits and practices.
- Proficient in Microsoft Office Excel, Word and PowerPoint.

Abilities:

- Ability to design, conduct and analyze land use, long range planning and community development, and sustainability studies.
- Ability to effectively plan, organize and manage workload and projects, set priorities, meet deadlines, and work under pressure.
- Ability to establish effective relationships and build credibility at all levels, with internal and external stakeholders, including Council members, City staff, representatives of government, environment, business, the development community and the public.
- Ability to represent the City in a professional manner, negotiate effectively and build consensus with other agencies, the business and development community, and the public.
- Ability to anticipate emerging issues and trends, project the impact, and manage them proactively.
- Ability to facilitate public consultation meetings and make presentations to a variety of audiences.
- Ability to work well in a team environment.
- Ability to effectively supervise and direct the work of others.
- Ability to draft and develop complex technical reports and policies.
- Ability to work under general direction only, exercising considerable independence and initiative.
- Ability and willingness to contribute to maintaining a respectful, safe and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.

Education:

- Graduate degree in Urban, Community or Regional Planning or equivalent related discipline or undergraduate degree in a related field combined with a significant suitable combination of training and experience.

Training:

- Certified Member (RPP), in good standing, of the Canadian Institute of Planners and the Planning Institute of British Columbia (PIBC) or equivalent affiliate.
- Must possess and maintain a valid Class 5 Driver's Licence and provide and maintain a clean drivers abstract as per City policy.

Experience:

- Minimum of five (5) years progressively responsible, directly related, professional planning experience within the last seven (7) years, in long range planning and policy development, preferably at the local government level.

Preferred Criteria (External Only)

- Local government experience
- Experience in public consultation
- IAP2 Certificate in Public Participation
- Formal training in project management methodologies, practices, and processes consistent with those provided by the Project Management Institute (PMI).

Unusual Working Conditions

- Possibility of evening and weekend work to attend meetings.
- Required to conduct field site visits.