



**TOWN OF TORBAY  
DIRECTOR OF PLANNING AND DEVELOPMENT**

**ABOUT TORBAY**

The beautiful Town of Torbay is a vibrant community with over 7,899 residents on the Avalon Peninsula of Newfoundland and Labrador. Torbay is home to over 150 businesses, three schools, and numerous community groups. Situated right on the Atlantic Ocean, Torbay offers breathtaking views in a scenic, rural setting. Conveniently bordering the capital City of St. John's, all urban amenities, including major retail centres and an international airport, are within a few minutes' drive.

**THE POSITION**

The Director of Planning and Development is accountable to provide leadership and direction for the Planning and Development Department of the Town of Torbay. The Director is responsible for the management of planning initiatives related to all aspects of the Town and land-use planning: coordination, management and implementation of policies and plans supportive of strategic land use, transportation and community development planning goals.

As a member of the Senior Management Team, the Director contributes to the effective management of the Town, assisting with the development of longer-term policy and management planning to address Council's strategic priorities. The Director provides administrative support to the Planning and Land Use Development Committee of Council, including the provision of expert advice and consultation on issues that arise.

This is a full time permanent position.

**QUALIFICATIONS**

The ideal candidate is a senior manager with a strategic business perspective who has taken a leadership role in planning and development within a multi-stakeholder municipal environment. The candidate must have a broad knowledge of planning theory, municipal planning, legislation, regulations, and programs; experience in land use planning, such as review of development plans, zoning by-laws and processing subdivision applications; and concise verbal and written communication skills with the ability to prepare reports on complex planning issues. The ideal candidate will hold a graduate degree in planning or a related field, with experience in the municipal sector and/or private consulting environment, with three to five years of progressive managerial experience, or any equivalent combination of experience and training acceptable to the Town. Membership within the Atlantic Planners Institute, Canadian Institute of Planning or Fellowship within the Canadian Institute of Planning is preferred.

**APPLICATION PROCESS**

The Town welcomes applications from qualified candidates until Friday, December 6, 2019 at 4:00PM. You are invited to email your resume, complete with references and covering letter, in confidence to Dawn Chaplin, Chief Administrative Officer at [dchaplin@torbay.ca](mailto:dchaplin@torbay.ca) .

The Town of Torbay wishes to thank all interested applicants. Only those selected for an interview will be contacted.