

Land Use & Lands Protection Planning Specialist

Department of Agriculture and Land
Location - Charlottetown

Temporary Full-time
(Commencing immediately until May 2021 with a possibility of extension)

Open only to Employees as defined under Article 37.01 of the UPSE Civil Collective Agreement

The PEI Department of Agriculture and Land aims to encourage the development of an innovative, diverse and inclusive workforce which enables the organization to realize its goals. The Land Use and Lands Protection Planning Specialist is responsible for land use, social and economic development planning for the province, including developing, interpreting, monitoring and recommending amendments to relevant legislation. This position will take a leadership role in strategic planning and issues research for the Division, including the development of Divisional policies, strategies and reports that support the Departmental mandate, and provides support and direction to the Manager and the Director relating to the *Planning Act* and the Subdivision and Development Regulations and the *Lands Protection Act* and the Land Identification Program and Regulations. Duties will include:

- Conducting in-depth studies, prepare findings for presentation, present the findings to the Executive Council, Cabinet Committee on Policy and Priorities, Minister, Deputy Minister and Director, and senior staff and provide support and direction in relation to the findings, including outcomes and implementation;
- Leading or facilitating the preparation and recommendation of planning policy documents, including providing guidance and expertise to senior management and staff on sound planning principles and approaches, and presenting proposals and recommendations to Council Committees and Executive Council as appropriate;
- Coordinating and collaborating with staff from other Departments to ensure research projects are completed in a timely manner, that all necessary stakeholders have had an opportunity to provide input, and to build relationships to foster better communication of research projects and findings between Departments;
- Carrying out research, preparation and presentation of planning related documents, reports, studies and statistical analysis dealing with both site specific and broad policy issues;
- Educating and coaching divisional staff, including the Senior Development Officers, Safety Standards Officers, and the Planning Intern on the application and interpretation of the planning policies as well as interpretation of the *Planning Act*, *Lands Protection Act* and their regulations;
- Conduction site visits to monitor or verify compliance with legislation, agreements or conditions of approval;
- Leading the Division in the integration of evaluation programs, including facilitating inter-Divisional and inter-Departmental collaboration on the initiatives, identifying outcomes and managing implementation;
- Collaborating on project planning for cross-departmental initiatives and provide professional advice and assistance to other divisions or departments to ensure interdepartmental work is consistent with divisional and departmental objectives, policies and visions;
- Leading and facilitating meetings with special interest groups, municipal officials, and the general public to explain legislation, solicit opinions on the need for changes or comments on proposed changes, provide updates on collaborative initiatives, and to follow up on changes to ensure compliance as required;
- Liaising with the Island Regulatory and Appeals Commission, applicants and their legal representation regarding applications made under the *Lands Protection Act*;
- Other duties as required

Qualifications:

- A university degree in planning from an accredited planning degree program; a master's degree is preferred;
- Must be registered with the Prince Edward Island Institute of Professional Planners as a Candidate or Registered Professional Planner;
- Considerable experience in the development of land use planning related legislation or bylaws;
- Considerable experience in the use of Geographic Information Systems and their application to planning;
- Knowledge of provincial, regional, national and international planning issues and their application to Prince Edward Island;
- Thorough knowledge of the *Planning Act* and its Regulations and the *Lands Protection Act* and its Regulations;
- Well-developed facilitation, influencing and team-building skills;
- Strong interpersonal skills focusing on the ability to communicate effectively (verbally and in writing) with individuals at different levels of government and with the public;
- Excellent writing skills and the ability to present information in a clear, concise and accurate manner;
- The ability to balance various interests, think creatively and strategically, and work as part of a team in a complex environment;
- The ability to work with minimal supervision, alone or in a team environment, in order to meet tight time deadlines

Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. The successful candidate will be the only individual receiving written notification of competition results. The "Notification of Successful Candidates" list posted on the Employment Opportunity board will serve to inform all other applicants of competition results.

Salary Range: \$31.53 - \$39.41 per hour (Level 18)

Bi-weekly Hours: 75.0 hours bi-weekly

Posting ID#:

Closing Date:

Please return forms to PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8. Applications may be sent by fax to (902) 368-4383. It is the responsibility of the applicant to confirm receipt of the application, by telephone or in person prior to the closing date. Please ensure that the appropriate Posting ID number is stated on all application forms. You can apply online or obtain an application form by visiting our web site at www.gov.pe.ca/jobs. Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone (902) 368-4080.