

## Open To The Public

### Land Use and Planning Act Specialist

#### Department of Agriculture and Land Location - Charlottetown Full-time Classified Position

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 Planning Act Specialist is responsible for land use, social and economic development planning for the province, including developing, interpreting, monitoring and recommending amendments to relevant legislation. The incumbent will take a leadership role in strategic planning and research, including the development of Divisional policies, strategies and reports that support the Departmental mandate; including guidance to senior administrative staff on planning policy issues and leadership to planning staff, collaborating with other departments and guiding the public on planning issues and projects. Responsible for providing support and direction to senior management relating to the *Planning Act* and Subdivision and Development Regulations.

**Duties will include:**

- Conduct in-depth studies of planning policies, prepare presentations and present findings to the Executive Council, Cabinet Committee on Policy and Priorities (CCOPP), Minister, Deputy Minister, Director, Manager and other senior staff. Provide support and direction on the findings, including making recommendations and implementation.
- Lead the coordination and collaboration with staff from other Departments to ensure research projects are completed in a timely manner. Ensure that all necessary stakeholders have had an opportunity to provide input to foster better communication.
- Prepare Subdivision and/or Development Agreements to fulfill the requirements of stated subdivision and/or development conditions.
- Educate Senior Development Officers and Safety Standards Officers on the application and interpretation of planning policies. Work with the Chief SSO to explain recent amendments to legislation and changes to policies and procedures to ensure consistency and accuracy in the processing of applications.
- Prepare correspondence for the Director or Manager's signature in response to planning related issues.
- Review documentation on Land Use Policy and conduct a cost/benefit analysis relating to the impact of having overarching provincial land use policies to guide both provincial and municipal land use planning.
- Evaluate the effectiveness of the provincial land use planning framework based on the resulting land use patterns that have been created over time, focusing on the strengths and weaknesses, and provide recommendations.
- Establish and maintain a provincial planning library of policies that incorporates strategic planning initiatives and associated planning policies to support province-wide land use initiatives and associated development policies.
- Analyze major initiatives from other government departments and agencies that impact the scope of planning responsibilities, including providing advice/recommendations to senior management in support of interdepartmental collaboration and decision-making.
- Development, interpretation, monitoring and amendment of planning legislation, including the *Planning Act* and accompanying regulations.
- Represent the Department or Division on interdepartmental committees and at public meeting and appeal tribunals.
- Provide guidance and recommendations directly to SDO and SSO on Planning related matters.

**Qualifications:**

- A university degree (preferably Masters) in planning from an accredited planning degree program;
- Must be eligible for registration 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;
- Considerable knowledge of the *Planning Act* and associated Regulations;
- Well-developed facilitation and team-building skills in a complex environment;
- Strong interpersonal and communication skills (verbally and in writing); and
- Ability to work with minimal supervision in order to meet tight timelines.
- Knowledge of the *Lands Protection Act* and associated regulations is considered an asset.

**Please Note: Preference will be given to UPSE Civil employees as per the UPSE Civil Collective Agreement.**

**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:** \$32.57 - \$40.70 per hour (Level 18)  
**Bi-weekly Hours:** 75.0 hours bi-weekly  
**Posting ID#:** 145600-0521ALPO  
**Closing Date:** Tuesday, June 8, 2021 4:00 p.m.

**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 website at [www.gov.pe.ca/jobs](http://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.**