

# Position Description



<b>Title:</b> Planner II	<b>PANS</b> <input type="checkbox"/>	<b>CUPE</b> <input type="checkbox"/>	<b>Non-Union</b> <input checked="" type="checkbox"/>	
<b>Department:</b> Community Development	<b>Reports to:</b> Director			
<b>Status:</b>	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Summer	<input type="checkbox"/> Term
	<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Casual	

**Position Summary:** Under the supervision of the Director of Community Development, this position provides subject matter expertise to planning services, leads and manages planning assignments or departmental projects based on Town Council's strategic priorities. This position will be responsible for leading the review of the Town's Municipal planning documents (Municipal Planning Strategy, Land Use By-law and Subdivision By-law) as well as a range of duties including land use planning and development control support.

## Land Use Planning Responsibilities:

- Lead the internal staff team and any related Advisory Committees of Council through a multi-year process to review the Town's Municipal Planning Strategy, Land Use By-law and Subdivision By-law;
- Develop, design and undertake a robust community engagement program to support the Plan Review process;
- Evaluates and processes Development Agreement applications and carries out all procedures required by statute for the adoption, amendment and implementation of such applications;
- Prepares by-law and policy amendments related to the Municipal Planning Strategy, Land Use By-law, Subdivision By-law and others as assigned.
- Assists with the development of any Planning related policy, by-law or procedure;
- Works closely with the Director, Development Officer, Planning Staff, Engineering Staff and others on development inquiries, applications, policy development and other land use matters;
- Researches, analyzes, prepares and presents reports, contract documents, terms of reference, request for proposals, policies and procedures, correspondence and briefs for senior management, Committees and Council related to demographic, economic, social, environmental and other factors affecting community planning and land use issues.
- Conducts field evaluations and site investigations.
- Works with the municipal solicitor on contracts, planning appeals and other matters requiring legal advice.
- Acts as a witness in legal proceedings as necessary and provides expert advice at the Utility and Review Board and Court.
- Acts as a subject matter expert in a broad range of planning matters.

**Research & Analysis**

- Researches, collects, analyzes and compiles statistical data, information and trends on a variety of planning matters affecting the Town.
- Researches, conducts studies, and reports to Council and its Committees on planning-related matters and other topics as required.
- Identifies emerging planning trends, policies and best practices from other jurisdictions and makes recommendations on business unit policies and planning initiatives to address community problems.
- Prepares business unit and corporate responses to federal, provincial and crown corporation policy statements, proposed legislation and other initiatives affecting the interests of the Town and its citizens.
- Monitors effectiveness of existing planning policies, business processes and regulation and makes recommendation for improvements as necessary.

**Other General duties:**

- Represents the business unit or the municipality as a team member, or independently, on assigned planning matters;
- Attends, makes presentations and participates in discussions at meetings of Council, Committees of Council, and community groups;
- Demonstrates a commitment to safety in the performance of all duties and tasks;
- All other related duties as assigned.

**Supervision:** Not applicable.

**Working Conditions:**

- Permanent, Full-time position.
- Regular hours are Monday to Friday 8:30 am to 4:30 pm (35 hours per week);
- Position operates out of the Town's Community Development Department (60 Pleasant Street);

## STATEMENT OF QUALIFICATIONS

The incumbent must possess the following qualifications:

- Post-secondary degree in Planning or a related field is required (Master's level a strong asset);
- At least five years of relevant experience;
- Previous experience in municipal planning environment is a strong asset;
- Suitable combination of education and experience may be considered;
- Eligibility to become a Licensed Professional Planner as per the NS Professional Planners Act is required.

### Essential Skills and Qualities:

- Communication – both oral and written;
- Independence – being able to work without close supervision, managing your own time and projects;
- Critical thinking – being able to evaluate your work and that of others, making judgments about the value of information and drawing conclusions from data;
- Problem solving – working without “a right answer” and devising strategies to work towards a solution;
- Contributing as a professional – presenting work to your peers, managing discussions and defending your position, having the confidence to put forwards ideas to senior staff;
- Positivity – promotes a positive and productive work environment in the office.

### Knowledge

- K1 Legislation related to land use planning and development control;
- K2 Theoretical and practical understanding of New Urbanism, Community Development, Sustainability

### Ability to

- A1 Effectively communicate orally and in writing
- A2 Prepare accurate and timely reports
- A3 Effectively plan and prioritize to meet deadlines
- A4 Solve problems, function independently and as part of a team
- A5 To build rapport and trust with diverse stakeholders and clients

### Personal Suitability

- PS1 Ethical conduct
- PS2 Initiative
- PS3 Effective interpersonal relationships
- PS4 Tact, judgement, discretion and confidentiality
- PS5 Honesty and integrity
- PS6 Sensitivity and diplomacy
- PS7 Professionalism

- PS8 Strong work ethic
- PS9 Dependability and reliability

**CRITICAL ACCOUNTABILITIES**

**Research and Analysis**

- Effectively gathers, collects, and analyzes data and other research in order to formulate evidence-based solutions and recommendations for a variety of departmental projects and initiatives;
- Research is carried out in a timely and effective manner utilizing qualitative and quantitative methodologies as appropriate.

**Policy and Regulatory Development**

- Understanding of Parts 8 and 9 of the *Municipal Government Act* and its relevance to the development, review and adoption of Municipal Planning Strategies, Land Use By-laws and Subdivision By-laws
- Advanced knowledge of the philosophies, principals, practices and techniques of planning, including cross-functional knowledge involving other disciplines;
- Effectively interprets and drafts policies and by-laws which affect the rights of land owners, neighborhoods, and communities;
- Effectively prepares advisory reports and other professional reports as directed;

**Stakeholder consultation and reporting**

- Effectively utilizes interpersonal skills to enable credible and effective relationships with stakeholders at all levels, including senior management, elected officials and general public.
- Effectively organizes and implements consultation processes as directed;
- Effectively represents the department and the organization.

<p>Approved by: _____</p> <p style="text-align: center;">(NAME) <span style="margin-left: 150px;">(TITLE)</span></p> <p>Date: _____</p>
<p><i>I have received and reviewed a copy of this position description:</i></p> <p>Signature of incumbent: _____</p> <p>Date: _____</p>