
POSITION TITLE:	SENIOR PLANNER
DESIGNATED SUPERVISOR:	Manager of Development and Planning
DEPARTMENT:	Department of Planning, Engineering and Development

SUMMARY OF FUNCTIONS:

Under the general direction of the Manager of Development and Planning, the Senior Planner will play a key role in leading development and planning initiatives from concept to completion and for the formulation of the long-term urban planning goals, objectives, strategies, and policies to guide the future growth and development of the City.

MAJOR DUTIES & RESPONSIBILITIES:

- Develop and/or work with consultants to develop and administer the ongoing interpretation and maintenance of the Municipal Plan, Development Regulations, and City guidelines;
- Review and make recommendations for improvements to land use planning, applications, and permits;
- Work with developers at the conceptual stage and throughout the application review to ensure proposals are in keeping with the intent of the Municipal Plan and other guidance documents and structured to meet City requirements;
- Participate and lead public consultation with a variety of stakeholders and increase public engagement through community engagement, design charrettes, information sessions, public hearings, and other means as required;
- Prepare drawings, sketches, computer models, photographs, and other illustrations to support the development of guidelines and standards;
- Lead specific land use projects or plan aspects of projects within a team;
- Conduct site assessments, surveys and analysis on planning matters to inform decisions;
- Compile data, analyze information, statistics, land-use and servicing information, and formulate proposals and conclusions accordingly;
- Act as the Planning Division representative at various committee meetings as required.
- Act as the planning lead on development plans, neighbourhood plans and local area concept plans as required, including working with consultants and/or developers as required;
- Review complex development applications and provide planning comments on same;
- Research, provide advice, prepare reports and amendments to the St. John's Urban Region Regional Plan (or equivalent), the Mount Pearl Municipal Plan, and the Mount Pearl Development Regulations, and other related documents;
- Attend meetings, briefing sessions, or hearings related to development, land use, amendment, and development applications as required;

JOB DESCRIPTION

- Advise and provide guidance to City employees, developers and the public on zoning, land use, regulation and other planning related matters;
- Maintain and retrieve information in accordance with the requirements set forth by the Access to Information and Protection of Privacy Act, 2015, and City information management policies and procedures.

NOTE:

The above statement reflects the duties necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the duties of the job.

QUALIFICATIONS:

Must have five (5) years in Municipal Planning supplemented by graduation from a post-secondary institution with a degree in Urban or Regional Planning from an academic program recognized and accredited by the Canadian Institute of Planning via the Professional Standards Board (PSB) by the Canadian Institute of Planners OR a degree in a related field. Must be an accredited full member of the Canadian Institute of Planners (MCIP), 5+ years of experience at that level would be an asset.

- Thorough knowledge of municipal standards and regulations and a familiarity with the National Building Code of Canada.
- Knowledge of applicable planning legislation and the regulatory process as it pertains to planning, zoning, amending, and the development application processes.
- Knowledge of the organization, procedures, functions and objectives of urban land use planning.
- Experience in leading the planning component for comprehensive development projects and collaborating with internal and external stakeholders.
- Knowledge of relevant mapping and planning software and Microsoft Office suite.
- Knowledge of new and upcoming principles of modern planning/urban design and demonstrate innovative thinking.
- Knowledge of GIS, AutoCAD, and other relevant planning tools.
- Knowledge of research methods and techniques.
- Ability to deal with members of the public in a responsible and professional manner.
- Ability to express ideas clearly and concisely, both verbally and in writing.
- Ability to organize and coordinate statistical, cartographic, and design-oriented work related to planning and development matters.
- Ability to establish and maintain cooperative and productive working relationships.
- Ability to communicate effectively with members of the public in a responsible and professional manner, individually or in a group setting.
- Ability to contribute as a team player with personal commitment to the City's mission, values and guiding principles and safety.
- Possession of a valid driver's license for the Province of Newfoundland & Labrador and ability to be insured and continue under the City's normal insurance policy.