



Job Posting

Job Title: Planner

Reports to: Manager, Plan Review and Permitting Services

Salary: \$58,120 - \$68,375

Purpose

The Planner, a key point of contact with the public, is responsible for communicating Provincial and Conservation Authority policies and coordinating responses that state the Authority's position regarding environmental resources through municipal plan review.

Primary Responsibilities (This is not an exhaustive list)

1. Act as lead on all *Planning Act* applications and other developments within assigned geographic area and all subdivision applications in accordance with the Provincial Policy Statement, Authority policies, and other relevant legislation and technical guidelines. Coordinate internal technical review of development applications, resolve conflicts and provide a written response based on technical recommendations and planning considerations. Conduct site inspections to identify and assess site characteristics and constraints on development. Meet requested municipal deadlines, communicate anticipated delays, and manage client expectations.
2. Attend meetings within and outside of the Authority on assigned files. Facilitate conflict resolution on files, and consult and involve Manager as necessary. Provide recommendations on an appropriate course of action to Manager when such decisions do not reflect Authority requirements and/or policy. Brief Manager prior to releasing letters on major or complex projects.
3. Educate the public and respond to requests (e.g., solicitors, real estate agents, consultants, landowners, and the general public) regarding development requirements associated with Authority policies and suggest alternatives/options which may be available.
4. Liaise with member municipalities, provincial ministries, the federal government and other agencies regarding the Authority's municipal plan review functions.

5. Represent Authority interests at hearings, tribunals, boards and meetings where required to ensure Authority interests are appropriately identified and addressed.
6. Act as a planning resource for Authority staff. Liaise with permitting and enforcement staff and coordinate planning responses regarding Section 28 regulations.
7. Attend municipal council meetings and open houses as required. Prepare educational presentations regarding the Authority's role in development to be delivered at member municipality and other stakeholder meetings as required.
8. Maintain the Microsoft Access database/Information Management System and electronic filing system for the administration of the planning and regulations programs.
9. Remain current in relevant government environmental and resource management policy and legislation.

Skill

- Degree in planning, environmental studies, geography or a related discipline, or equivalent education and experience. A minimum 3 years of relevant progressive experience.
- Full or candidate member of the Canadian Institute of Planners/Ontario Professional Planners' Institute and/or be a Registered Professional Planner.
- Current knowledge of the *Planning Act*, the Provincial Policy Statement, the Growth Plan for the Greater Golden Horseshoe, the *Conservation Authorities Act* and Regulations, and other relevant legislation and policies.
- Current knowledge of water/environmental management principles. Ability to interpret earth processes, natural features and land uses from an extensive variety of maps and plans, use of air photos and interpretation in the field. Must be able to read and comprehend technical reports such as Environmental Impact Statements, Stormwater Management Reports, Subwatershed Plans, Geotechnical and Hydrogeological studies, Biological inventories and Fisheries reports and relate them to current policies and objectives.
- Qualification before the OMB/LPAT, Court, Mining and Lands Tribunal and other tribunals for the giving of evidence and/or expert opinion.
- Demonstrated ability to write and speak for maximum results by presenting information that will motivate, persuade, engage or influence others.

- Excellent skills in dispute resolution (mediation, facilitation, difficult circumstances).
- Strong computer skills and experience with Microsoft Word, Excel, database software, along with knowledge of Geographical Information System (GIS) applications and use of a Global Positioning System (GPS).
- Valid Ontario Class G driver's license and clean driving record.

Core Competencies

Accountability

Takes personal ownership and responsibility for the quality and timeliness of work commitments; follows organizational guidelines, professional standards, regulations and principles; demonstrates reliability and integrity on a daily basis; determines what will be accomplished including the required steps and actions that incorporate regulations and principles consistent with organization practices; recognizes errors in processes and practices and recommends corrective action; takes responsibility and ownership of mistakes.

Critical Thinking

Monitors and analyzes the internal and external environment to identify current and future opportunities, challenges and risks; uses multiple sources in order to gather complete and accurate data; reflects on past experience and organizational practices and processes in order to develop consistent action plans; engages others within the workplace and anticipates when situations will require higher level support and involves the right people in addressing needs in order to develop outcomes.

Planning and Organizing

Accurately estimates duration and level of difficulty of tasks and projects and sets goals, objectives and work plans to complete; develops, maintains and oversees multiple plans that impact others, aligns necessary resources in order to ensure completion of plans; anticipates obstacles and has contingency plans, demonstrates judgment and flexibility as necessary.

Service Orientation

Provides superior service to both internal and external customers; revises approach or actions based on client concerns or additional information; draws on personal experience and knowledge to provide additional added value service by making recommendations for improvements or identifying potential issues and working to resolve issues before they progress.

Teamwork

Works cooperatively and effectively with others to reach a common goal; participates actively in group activities fostering a team environment; communicates effectively to team members regarding job task, responsibilities and project process; shares knowledge and experience with team members and others and solicits input and feedback from others.

Effort

- Fatigue resulting from focusing and juggling multiple priorities, high degree of concentrated attention, focused thinking/analysis.

Working Conditions

- Combination of outdoor and indoor office environment, including extended periods of time working at a computer.
- Occasionally traverse irregular terrain.
- Occasional exposure to inclement weather.
- Occasional travel outside working hours.
- Occasionally extend or modify hours of work to attend meetings, seminars, workshops, respond to emergencies, etc.