

Job Title: Senior Parks and Trails Planner



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Job Opportunity

Req ID: 543

Business Unit: Parks & Environmental Services

Division: Regional Parks

Regular/ Auxiliary: Regular

Rate of Pay: 55.19-62.30 per hours

Hours of Work: 70 hours bi-weekly

Re-Posted Date: May 7, 2024

Closing Date: Review of applications will begin May 21, 2024, however this competition will remain open until filled.

Summary

This position is responsible for the development and implementation of regional parks and trails planning initiatives, including the Regional Parks and Trails Strategic Plan, Regional Trails Management Plan, Park Management Plans, feasibility analyses, data and information services, planning research, studies, and impact analyses. The position works across the organization on the development of medium and long-range regional parks and trails planning and development initiatives. The Senior Parks and Trails Planner directs the work of Park Planners and helps to set priorities for regional parks and trails planning and development initiatives. The role provides expert advice and conveys approved Board priorities as inputs to Regional Parks and Trails plans, strategies, and projects. The Senior Parks and Trails Planner works collaboratively with internal and external stakeholders to support regional parks and trails goals and objectives, set project priorities, represent the CRD in working groups and meetings, undertake consultation and engage with, First Nations, the public, elected officials, and representatives from other agencies.

Key Duties & Responsibilities

- Supervises the planning function of the division including the preparation of plans, policy and bylaw related documents and mentoring the junior planning staff. Ensures that Regional Parks and Trails planning responsibilities and deadlines are met.
- Prepares and reviews active transportation planning studies, strategies, initiatives and plans.
- Provides analysis and advice regarding legislation as it relates to regional parks and trail matters.
- Provides verbal and written advice on regional parks and trails planning issues to internal and external partners, senior management, and Committees.

- Works collaboratively with various stakeholders to achieve consensus by reconciling divergent perspectives in order to further the CRD's goal to develop and promote regional parks and trails objectives.
- Prepares project plans and requests for proposals including objectives, deliverables, terms of reference, project charters, scheduling, costs, and resources.
- Works with consultants to develop, establish and execute multiyear data collection initiatives to respond to the mandate of the division.
- Responsible for the application and maintenance of the Regional Parks and Trails Strategic Plan, including annual progress reports tracking plan implementation.
- Sits as an active member of the Transportation Working Group representing the CRD's active transportation objective through the management of the regional trail system. Serves as the point of contact for Regional Parks and Trails planning enquiries.
- Chairs staff-level parks and trails working groups.
- Provides direction and/or guidance to divisional staff as required.
- Follows all policies, procedures and standards of the CRD. Performs other related duties as required.

Additional Information

None

Key Skills & Abilities

- Excellent communication (verbal and written), interpersonal and customer service skills.
- Advanced technical writing and presentation skills to both technical and non-technical audiences.
- Proven project management and analytical skills
- Demonstrated knowledge of legislation, authorities and park planning principles, practices and procedures as they relate to the services provided.
- Knowledge of regional and community planning, active transportation planning, land use, economic, geographic, demographic, and marketing concepts.
- Knowledge of technical planning concepts, techniques and tools, research design, basic statistical concepts, project design, management, and implementation.
- Ability to chair and coordinate activities of parks and trails working groups.
- Knowledge and ability to use various computer word processing, spreadsheet and project scheduling programs and databases.
- Understanding of GIS concepts.
- Demonstrated ability to resolve complex, multi-stakeholder policy, project, and program problems.
- Ability to communicate with internal and external stakeholders and the public with demonstrated tact, political acumen, and judgment.
- Ability to work well independently and as part of a team.
- Extensive experience in planning, project management and public engagement.
- Extensive experience analyzing parks and trails projects and determining the methodology, resources, and budgets necessary for each project.
- Experience in collaborative policy, project, and program development.
- Extensive experience collaborating with First Nations governments on planning and development initiatives.

Qualifications

- Degree in a related discipline
- A minimum of 9 years' directly related experience
- A minimum of 2 years' supervisory experience
- An equivalent combination of education and experience

Certifications

- Eligible for membership in a relevant professional association

APPLICATIONS

To apply for this exciting opportunity, please visit our careers site <https://www.crd.bc.ca/about/careers> and click "Apply now" on the **Senior Parks and Trails Planner** opportunity to submit your resume and covering letter online.

We welcome all qualified applicants to apply and may consider a combination of experience, education and/or training where possible.

The Capital Regional District wishes to thank you for your interest and advises that only those candidates under active consideration will be contacted.