

JOB DESCRIPTION

Position Title: Strategic Initiatives & Special Projects Planner

Reports To: Director, Planning and Environment

Department: Planning & Environment



“Taking Care of Banff: our Community, our People, our Park.”

Job Profile:

As the Strategic Initiatives and Special Projects Planner, you “Take care of Banff” by developing medium and long-term public policy to help guide our community of almost 9,000 residents and over 4 million annual visitors into the future. Your work ensures that municipal policy is aligned with Council’s goals and the Town’s legislative framework, and that all initiatives help us achieve outcomes that are fitting for a municipality in a National Park.

Key Responsibilities:

Conducts all interactions with a focus on the Town of Banff employee mission and core Values of: Integrity, Teamwork, Efficiency, Accountability and Professionalism

The Planning service area is inclusive of a range of services, including Development Planning, Building Inspection, Development Compliance, and Long-Range/Strategic Planning. The Strategic Initiatives and Special Projects Planner works within this environment to lead or support the preparation, review, and amendment of public policy including:

- The Banff Community Plan (Banff’s Municipal Development Plan);
- Area Redevelopment Plans (ARPs) and Area Structure Plans (ASPs);
- Land Use Bylaw amendments;
- Council policies; and,
- Other duties as assigned.

In the near term, this position will assist with the development of a Human Use Management Framework for the Town (2026/2027) and follow up on the recently approved Banff Community Plan. They will also help develop an Encroachment Policy for Town land, review Banff’s Streetscape Design Guidelines, Off-Site Levies Bylaw, and coordinate a municipal census. As a new position within the department, the role is likely to evolve over time.

In addition to policy development, emergent and special projects would be assigned to this position, in order to relieve pressure when required. This position also oversees third party contractors working in the policy field.

In conjunction with other staff within the organization, this position may also play a role in the delivery of Indigenous Relations in order to support the Town’s Indigenous Framework.

Characteristics:

- *Superior Communicator* – proactively reaches out to colleagues to ensure opportunities for input on policy development. Has exceptional written and verbal communication combined with interpersonal skills. Can work with variety of people internally and externally who may have limited understanding of planning policy and applicable legislation.
- *Team Player* – pitches in to ensure department’s priorities are successfully met, willing to go outside scope of own tasks to get things done in own department.
- *Trouble-Shooter* - finds answers to issues and challenges. Uses a range of tools to identify and resolve workplace challenges and find solutions for wicked problems.
- *Organized* - able to allocate time and resources to prioritize focus, recognizes how individual tasks fit in with an overall picture, capacity to multi-task and work in a fast-paced work environment, attention to detail.
- *Initiative/Adaptable* – can get a head start in the absence of direction or specific job assignments, adapts to change with a can-do attitude, ability to work independently and in a team environment.
- *Attention to Detail* – can draft and interpret detailed language within public policy and understand the real-world implications of policy language.

Education, Experience and Qualifications:

- Recognized post-secondary degree in Urban Planning, Land use planning or similar field (e.g., Urban Planning, Public Policy)
- Project management skills, and minimum 5 years planning experience or equivalent.
- Knowledge and/or previous experience in development application review, working with Land Use/Zoning Bylaws.
- Intermediate knowledge of all Microsoft Office applications. Knowledge of Microsoft Word and Outlook is essential.
- Commitment to maintaining confidentiality and privacy of information.
- Well-developed interpersonal and communication skills, both written and verbal.