

BUILD A CITY. BUILD A FUTURE.



Policy Planning Manager

As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation.

*City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey*

SCOPE

Reporting to the Director of Community Planning & Sustainability, the Policy Planning Manager will lead a Policy & Sustainability team and foster cross-departmental collaboration. The manager will develop team goals and workplans, oversee and provide strategic direction for staff's work related to the implementation of the Climate Change Action Strategy, Heritage and Agriculture Policy, and Zoning Regulations. They will represent the city and build relationships with external entities.

EMPLOYMENT STATUS

Exempt – Regular Full-Time

RESPONSIBILITIES

- Manage a team of planners, including:
 - overseeing their workplans
 - offering guidance and support on projects
 - overseeing the Section's workplan implementation to ensure timelines are being met
 - assisting staff with elevating workplan issues to other departments or managers as needed
- Approving external engagement initiatives, review and feedback of staff's draft regulatory updates, policy reports, and Corporate Reports
- Manage staff personal development plans, provide coaching mentoring and performance management
- Provide regular briefings to Director on Section's workplan and any staffing issues.
- Integrate Section workplan and initiatives with Division's Surrey Excels priorities.
- Develop strategic goals and objectives for/with team, ensure alignment of these with staff workplans.
- Review policy documents and legislative changes as needed.
- Liaise with external agencies as City representative

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QUALIFICATIONS

- Masters Degree in Planning or related discipline such as Public Administration
- A minimum of eight (8) years' planning experience, OR a Bachelor's Degree in Planning or a related discipline with a minimum of ten (10) years' planning experience.
- Experience with long range or community planning, both policy and land use, is considered an asset.
- Collaborative and a team player
- Excellent communication skills (verbal and written),
- Strong interpersonal relationship building skills,
- Strong understanding of legislative planning frameworks in BC
- Demonstrates political sensitivity and thrives in a fast-paced and challenging environment,
- Ability to deliver on workplans, critical thinking and problem-solving skills.
- Membership with the Canadian Institute of Planners is desirable

OTHER INFO

- M3 - \$130,501 - \$153,530
- Must provide proof of qualifications

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