



Islands Trust

JOB PROFILE

**TITLE:** REGIONAL PLANNING MANAGER

**CLASSIFICATION:** BAND 3

**MINISTRY:** ISLANDS TRUST

**WORK UNIT:** LOCAL PLANNING SERVICES

**SUPERVISOR TITLE:** DIRECTOR, LOCAL PLANNING SERVICES

**SUPERVISOR POSITION #:** 36528

#### **PURPOSE OF THE ORGANIZATION:**

The Islands Trust is incorporated under the Islands Trust Act of British Columbia. The objective of the Islands Trust is to preserve and protect the Trust area and its unique amenities and environment for the benefit of the residents of the Trust area and of the Province generally. The Islands Trust is comprised of 16 distinct corporate entities: the Trust Council, 13 Local Trust Committees (LTC), one municipality and the Trust Fund Board.

There is a Local Trust Committee for each island or group of islands designated as a local trust area under the Island Trust Act. Comprised of locally elected trustees and one Executive Committee member, a LTC is responsible for land-use planning and regulation for its area of jurisdiction. As such, its responsibilities include preparation and adoption of an Official Community Plan, comprehensive land use bylaws, regulation of soil removal and deposit, and authorization of certain Local Government Act permits.

In addition, there is an Islands Trust Fund Board, a special provincial conservation agency, that has a broad goal to preserve and protect significant areas and features on behalf of the Board and is authorized to acquire and hold money, land and partial interests in land with a mandate to accept conservation covenants on land, as well as reception of land itself from benevolent landowners.

#### **JOB OVERVIEW**

Each Regional Office is a stand-alone work unit providing planning and regulatory services to a geographical area. The Regional Planning Manager (RPM) ensures the work unit's organizational effectiveness. The RPM leads the work unit in day-to-day operations including program and financial management, supervision of staff and program evaluation.

The RPM provides senior planning advice regarding the delivery of planning services to local trust committees in the Trust area. As a senior planning professional, the RPM advises LTCs on emerging policy and regulatory issues and consults with the Director of Local Planning Services to establish strategic direction and initiatives for LTCs.

The RPM is also responsible for the development of confidential policy initiatives for the benefit of both Trust Council and the LTCs. An RPM may also process complex development applications with the assistance of team planners and provide assistance and advice to all planning positions.

#### **ACCOUNTABILITIES**

- Develops and manages regional budget of approximately \$200,000.
- Manages 6 to 8 direct reports including 4 professional planners and 2 support staff - determines work assignments, approves leaves, and authorizes overtime. The RPM evaluates staff performance by conducting employee performance reviews.
- Has the delegated authority to issue written reprimands, disciplinary suspensions and in conjunction with the Director, make recommendations for an employee's termination.

- In dealings with the LTC, is the Employer's representative. Establishes work priorities among LTCs, and resolves issues related to planning, work processes and makes administrative decisions.
- Ensures all statutory and non-statutory processes support service delivery to LTCs.
- Responsible for the work programs of all LTCs served by the planning team including the establishment of priorities and the deployment of resources.
- Undertakes planning assignments and duties at the senior planner level.
- Responsible for routine upkeep of Official Community Plans and Land Use Bylaws of LTCs and the preparation and processing of minor amendments.
- The RPM is a principal advisor to elected officials (trustees) with regard to policy, procedures, and decision-making alternatives.
- Processes complex development applications including negotiation with applicants, agencies and others.
- Acts as a principal resource to LTCs for purposes of providing advice on emerging legislation and processes.
- Participates in inter-agency negotiations with federal and provincial ministry staff on policy development affecting the Trust area.
- Provides principal staff liaison with Islands Trust solicitors on preparation of affidavits and other legal documentation required for litigation.
- In conjunction with the Director of Local Planning Services, conducts audits to evaluate the organizational and service delivery aspects of Local Planning Services.
- Acts in the capacity of the Director of Local Planning Services during short term absence by the Director.

## **JOB REQUIREMENTS**

### **Education and Experience**

- A graduate degree in planning or another relevant field such as geography or environmental science
- At least five years' experience in the planning field, with demonstrable responsible planning experience with local government
- Demonstrated supervisory and or management experience
- An equivalent combination of education and experience may be considered

### **Preference may be given to candidates with:**

- BC local government experience
- Experience working with First Nations on planning issues
- Membership in the Canadian Institute of Planners
- Experience leading an OCP review and processing rezoning applications

### **Provisos:**

- Some overnight travel is a requirement of this position and transportation arrangements must meet the operational requirements of the Islands Trust.
- Must be willing to work overtime, including some evenings and weekends.
- Must have valid BC drivers license.

### **Knowledge, Skills and Abilities**

- Ability to work independently under pressure with minimal supervision
- Demonstrated sensitivity to political issues and impacts

- Ability to establish and maintain constructive working relationships with a wide range of public officials and managers, private executives and general public
- Demonstrated oral and written communication skills
- A working knowledge and understanding of the various provincial government Acts and regulations
- A thorough understanding of Legislative conventions
- An understanding of Common Law principle

## BEHAVIOURAL COMPETENCIES

- **Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.
- **Information Seeking** is driven by a desire to know more about things, people or issues. It implies going beyond the questions that are routine or required in the job. It may include "digging" or pressing for exact information; resolution of discrepancies by asking a series of questions; or less-focused environmental "scanning" for potential opportunities or miscellaneous information that may be of future use.
- **Concern for Order** reflects an underlying drive to reduce uncertainty in the surrounding environment. It is expressed as monitoring and checking work or information, insisting on clarity of roles and functions, etc.
- **Service Orientation** is the desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations and nongovernment organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.
- **Teamwork and Co-operation** the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.
- **Strategic Orientation** is the ability to link long-range visions and concepts to daily work, ranging from a simple understanding to a sophisticated awareness of the impact of the world at large on strategies and on choices.
- **Relationship Building** is working to build or maintain ethical relationships or networks or contacts with people who are, or may be, potentially helpful in achieving work-related goals and establishing advantages. These people may include customers, clients, counterparts, colleagues, etc.
- **Developing Others** involves a genuine intent to foster the long-term learning or development of others through coaching, managing performance and mentoring. Its focus is on developmental intent and effect rather than on a formal role of training. For this competency to be considered, the individual's actions should be driven by a genuine desire to develop others, rather than by a need to transfer adequate skills to complete tasks.
- **Leadership** implies a desire to lead others, including diverse teams. Leadership is generally, but not always, demonstrated from a position of formal authority. The "team" here should be understood broadly as any group with which the person interacts regularly.
- **Change Leadership** involves creating a new vision for the organization and taking the required actions to ensure that the members of the organization accept and support the vision. It generally requires the individual to be in a relatively senior or high level position, although this is not always the case.