

	<p>Job Description District of Oak Bay Director of Community Building and Planning Services</p>
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Position Title:	Director of Community Building and Planning Services
Reports To:	Chief Administrative Officer
Position Description Date:	November 2021
Positions Supervised:	Planning Staff, Building Inspectors, Bylaw Enforcement Officer, Clerical Staff

Nature and Scope of Work:

Reporting to the Chief Administrative Office (CAO), the Director of Community Building and Planning Services leads and is responsible for the Community Building and Planning Services Department and ensures the effective delivery of current and long-range planning, land use approvals and building permits, inspection services, and sustainability and climate action initiatives.

Key Accountabilities:

- Provides inspiring, collaborative and innovative leadership and coordinates the planning and operation of the Community Building and Planning Services Department and is a key member of the Municipal Leadership team;
- Oversees the planning and operation of planning and building services which includes current and long-range planning activities of the District that align with the Official Community Plan with an emphasis on heritage planning;
- Leads, develops and administers planning and building projects, sustainability and climate action initiatives including those initiated by District Council;
- Establishes best practice policies and procedures for land use planning and building services;
- Liaises with Federal, Provincial, Regional and Municipal regulatory authorities and directs the enforcement of Bylaws as they relate to the Community Building and Planning Services Department;
- Provides professional expertise, advice and information to the CAO, the District Council, staff, outside agencies and the public on all matters pertaining to the Community Building and Planning Services Department;
- Supports reconciliation efforts and relationship building with local First Nations;
- Supports public participation in the District’s programs and activities through meaningful public engagement and customer service, and community outreach strategies;
- Participates in the preparation of the estimates for capital and operating budgets, and oversees department expenditures;
- Coaches and leads to ensure that building and planning-related operational plans and longer-term strategic goals of the District are realized;
- Writes technical reports as required for the CAO and Council, and attend Council and Committee meetings as required;
- Ensures effective project management of contractors working for the Community Building and Planning Services Department;
- Manages staff through effective recruitment and selection and performance management to maintain a high level of staff performance and teamwork, and if necessary, works with Human Resources to deal with performance and disciplinary issues; and
- Carry out the duties of Approving Officer or Deputy Approving Officer, as required;
- Change agent with a fresh perspective on core service provisions.

Required Knowledge, Skills and Abilities:

- Demonstrated leadership and relationship building skills with the ability to lead a team in a unionized environment;
- Knowledge of project management, contract and budget administration;
- General knowledge of local government legislation and practices;
- Proven ability to develop operating and capital budgets;
- Excellent writing and presentation skills including demonstrated experience in writing, evaluating and presenting technical reports, business cases and Council reports;
- Excellent analytical, organizational, time management, problem solving and decision making skills to effectively handle a variety of competing tasks and priorities within a supportive and respectful work environment;
- Strategic ability to ensure goals of the municipality are met;
- Ability to build and maintain close working relationships and facilitate collaboration with staff, other departments within the municipality, other stakeholders, and with other senior management of other municipalities, and also other levels of government including Federal, Provincial, and the Capital Regional District; and,
- Proven track record as an innovative change agent with a focus on public engagement and community development.

Qualifications and Experience:

- Post-graduate degree in Planning or a closely related field.
- Minimum of six years of related experience involving a broad range of management, operational and administrative responsibilities, preferably in a local government setting.
- Registration, or eligibility to register, membership in PIBC and/or the Canadian Institute of Planners is required.
- Knowledge and work experience in the area of heritage is an asset.
- Equivalent combination of education, training and experience.

Job Provisos:

- May be required to perform additional duties as assigned by the CAO; and
- Required to attend Council and Committee meetings (after business hours).