



PLANNING SERVICES MANAGER

Department	Development Services	Reports To	General Manager of Development Services
Directly Supervises	Planners		
Indirectly Supervises	Development Services Coordinator		
Key Internal Contacts	Department Heads, Communications Manager, Environmental Services, Community Services		
Key External Contacts	Member municipalities, Ministry of Transportation and Infrastructure, Northern Health, land development agencies, constituents, Agricultural Land Commission		

Position Summary

Reporting to and under the general guidance and direction of the General Manager of Development Services, the Planning Services Manager is responsible for day-to-day planning staff oversight and guidance on technical matters related to the processing of development applications. Drawing upon their experience, technical skills and knowledge, the Planning Services Manager is the primary point of contact for planning staff and management in trouble shooting, issues resolution, process inquiries and guidance on planning document and legislation interpretation. The Planning Services Manager works directly with planning staff in the review of and commenting on correspondence, staff reports and technical comments. This position takes a lead role in long-range land use and development planning for the PRRD regional area. They are responsible for leading and managing the efforts in developing policy and performing research, creating official community plans, zoning bylaws and all other land use management tools, as required. The Planning Services Manager takes a lead role in working with planning staff on their professional growth and is actively involved in coaching, mentoring, and providing constructive feedback on assignments to ensure staff learn from their experiences. They provide effective delegation and supervision for the Planners. This position also provides functional, technical and professional advice and guidance to senior PRRD staff and departments, Regional Board and committees, external agencies, consultants, landowners/developers and the general public related to the coordination of land use planning and development approvals and processes.

Key Accountabilities

- Assists with the human resource management practices of the Department, coaching and mentoring planning staff, and identifying staff capacity building training and development opportunities.
- Provides supervision and direction to the planning department to ensure adherence to departmental requirements and procedures.
- Leads and manages long-range planning activities in a manner that supports public engagement and community sustainability.
- Develops and maintains Official Community Plans for unincorporated land and communities;
- Initiates, directs and develops policies and bylaws relating to zoning and land use, in alignment with Official Community Plans.
- Manages the public consultation process and provides subject matter expertise.
- Collects and analyses data and survey results.
- Provides assistance on current planning projects during staff leaves and periods of peak workload.
- Attends evening meetings and public consultations as required, and provides expert advice support to Planning staff - particularly when dealing with contentious issues.
- Provides expert advice and counsel to a variety of stakeholders, including elected officials, committees and internal departments.



- Responsible for special projects and initiatives as required.
- Acts as the General Manager of Development Services in their absence.
- In the absence of the General Manager, attends Board of Director meetings to provide support and subject matter expert advice as required.
- Builds and maintains strong working relationships with staff, as well as a wide range of external stakeholders, including: Provincial and Federal ministries, regulatory agencies, consulting groups, community groups, member municipalities and committees.
- Reviews and comments on all staff reports before they are submitted for General Manager approval and Board/Committee consideration.
- In the event of an emergency, this position will be a key member of the Emergency Operations Centre (EOC).
- Performs other duties as required.

Qualifications and Experience

Post-secondary degree in land use planning, or a related discipline. A minimum of seven (7) years of related experience, preferably in a local government setting, three of which should be at a supervisory level and preferably in a unionized environment. A Registered Professional Planner with membership or eligibility for membership in the Canadian Institute of Planners (CIP) is an asset. A sound knowledge of planning principles, practices and techniques is required. Demonstrated experience in preparing, applying, and interpreting planning documents and regulation instruments. Demonstrated leadership ability to set priorities, meet deadlines, and manage work demands. A valid BC driver's license is required as travel around the region will be necessary.

An equivalent combination of education, training and experience may be considered.

Core Competencies

Accountability - Assumes responsibility for successfully accomplishing work goals and objectives and consistently delivering results; setting high standards of performance for self and others.

Planning and Prioritization - Plans and organizes work activities; manages several tasks at once.

Collaboration - Works cooperatively with others, inside and outside the organization, to accomplish objectives to build and maintain mutually beneficial partnerships, leverage information, and achieve results.

Communication - Provides regular, consistent and relevant information to others and ensures appropriate individuals are informed; listens carefully to others, asks questions or clarification and responds thoughtfully; communicates in a clear and concise manner using appropriate content, style and method of communication to suit the needs of the individual or audience.

External and Organizational Awareness - Identifies and understands how internal and external issues (e.g. economic, political, social trends) impact the work of Peace River Regional District.

Judgment and Problem Solving - Demonstrates independent and sound judgment in an abstract environment to make decisions independently or collaboratively.

Professional Integrity - Displays and promotes conduct and behaviours consistent with Peace River Regional District's standards.

Initiative - Identifies opportunities and issues, and proactively acts and follows through on work activities to capitalize or resolve them.



Occupational Health and Safety - Applies knowledge of occupational health and safety principles and practices at Peace River Regional District.

Customer Service - Demonstrates a commitment to public service, serves and satisfies internal and external customers, holds themselves accountable for quality outcomes.

Relationship Building and Management - Develops and maintains effective relationships with others, relates well to people from varied backgrounds and in different situations, show understanding, courtesy, tact, empathy and politeness.