



Competition #21/61A
Internal/External Posting
Closing date: July 8, 2021

Heritage Planner (Continuous)
Sustainable Planning & Community Development Department

Victoria is a vibrant, diverse and sustainably-focused city, renowned as a global tourist destination, hosting over 3.5 million visitors annually, and a place with excellent quality of life. Located on the southern tip of Vancouver Island and the capital of British Columbia, the city of Victoria is home to 92,000 people and is the economic and cultural hub for the region's 350,000 residents.

The City of Victoria is recruiting for a Heritage Planner - Competition #21/61A. Applicants are required to apply through the career portal.

The Heritage Planner is a key role responsible for advancing the City's Heritage Program through community planning initiatives, including the development of heritage policy and heritage conservation area guidelines. The Heritage Planner also supports the Senior Heritage Planner with applications for heritage alterations and designations. Reporting to the Assistant Director of Community Planning, our ideal candidate will have comprehensive knowledge of heritage conservation planning, and experience in policy development and public engagement. The role will require collaboration to ensure that heritage conservation initiatives are balanced with other City objectives to serve the needs of our current and future residents, and visitors.

If you are passionate about what you do and want to contribute to how the City achieves its heritage conservation objectives, we want to hear from you!

POSITION FUNCTION

Initiate and administer a wide variety of urban design projects and policy development, including specialized heritage program areas.

KEY DUTIES

Assist senior staff with development of urban design and heritage programs; prepare policy proposals and development guidelines; prepare graphic information, both manual and computer-generated to support policy development and public engagement processes.

Conduct heritage-related research or special studies; provide heritage conservation policy support as part of local area planning and other initiatives; prepare and update development permit and heritage conservation area guidelines; review and maintain neighbourhood heritage inventories; support future visioning of priority areas and sites with urban design and heritage conservation considerations.

Represent the department at various meetings including neighbourhood and professional groups and Committees of Council to make presentations and provide guidance, recommendations and advice; consult with community groups, officials and the public on urban design and heritage matters; support charrette processes, visioning and other types of urban design-related public engagement events; respond to enquiries by providing information, advice, direction and interpretation of development permit area and heritage conservation area legislation, guidelines, procedures and requirements;. Makes recommendations on whether to pursue enforcement action against heritage property owners.

Process heritage-related development applications, including rezoning, heritage alteration

permit, heritage designation and tax incentive program applications occasionally to provide back-up for the Senior Heritage Planner.

Direct the work of consultants as required.

Perform related duties where qualified.

INDEPENDENCE

Work is generated by Council priorities, operational plans and assigned by supervisor. Work is reviewed through discussions with supervisor, including issues such as major policy briefs, work program objectives and schedules.

WORKING CONDITIONS

Physical Effort:

Normal.

Mental Effort:

Short periods of intense concentration while preparing reports and recommendations. (often)

Meet multiple deadlines. (often)

Deal with negative comments or complaints (occasional)

Visual/Auditory Effort:

Focus on detailed drawings and a variety of source data for short periods. (frequent)

Work Environment:

Office.

May be required to work irregular hours. (premium item)

KEY SKILLS AND ABILITIES

Organize and prioritize work.

Understand and apply the principles and methods of urban design, heritage planning and heritage conservation.

Working level operation of City word processing, spreadsheet and related specialty software.

Read and interpret technical information, architectural drawings and legislation.

Compose and present proposals and policies.

Establish and maintain effective working relationships.

Deal effectively with the public and outside agencies.

QUALIFICATIONS

Formal Education, Training and Occupational Certification:

University undergraduate degree in urban planning, architecture or a related discipline. (4 years)

Eligible for membership in the Canadian Institute of Planners.

Experience:

4 years of heritage conservation, architecture, urban design and/or urban planning experience or an equivalent combination of education and experience.

OTHER:

May be required to substitute in a more senior position.

Work schedule: Monday – Friday, (35-hour work week)

\$50.06 per hour, Pay Grade 17

Job Code # 4396

This is a CUPE Local 50 Position

To apply for this opportunity you will need to create an online profile or log back in to our career portal at www.victoria.ca/jobs - only online submission will be considered. All applications must be submitted online by 4:30 pm on the closing date noted on the posting. Please be prepared to provide proof of qualifications and supporting materials as outlined in your resume

City of Victoria is an equal opportunity employer committed to establishing an inclusive, equitable, and accessible environment for all. All qualified applicants will receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, gender identity or expression, marital status or any other basis protected by applicable law.

We are committed to ensuring that reasonable accommodations are made available to persons with disabilities during the recruitment cycle and will provide reasonable accommodations upon request. If you require assistance or an accommodation due to a disability, please email us at HR@victoria.ca