Planner - Granville Island

**Sector:**Finance

**Language Designation:** English Essential

**Language Skill Levels (Read/Write/Speak):** ZZZ

**Salary Range:**$77419.35 to $86021.5

**Position Status:** Temporary Full Time

**Be part of an inclusive workplace.** [Diversity and Inclusion](https://careers.cmhc-schl.gc.ca/content/Diversity-and-Inclusion/?locale=en_US) guides everything we do at CMHC. We’re taking [concrete actions](https://www.cmhc-schl.gc.ca/en/media-newsroom/notices/2020/movement-not-moment) to eliminate racism and embed equity into our culture, processes, programs, and policies so that they reflect the lived experiences of all Canadians.

Granville Island is administered by the**Canada Mortgage and Housing Corporation (CMHC)** on behalf of the Federal Government.  The mission of CMHC with respect to Granville Island, is to maintain and foster Granville Island as a unique urban oasis in the heart of Vancouver, a place where visitors of all ages and income can meet, browse, explore and experience a variety of cultural, recreational, educational, commercial retail, arts and industrial activities on a year round basis.

Improving accessibility, creating a market district, developing a more vibrant arts & innovation sector, and enhancing the public realm are the key recommended strategies of Granville Island 2040: Bridging Past & Future, released by CMHC-Granville Island. The report builds on the success of the past, while offering bold new recommendations that anticipate how Granville Island can remain a dynamic destination for future generations to visit and enjoy. For more information, and to read the full report, visit [granvilleisland2040.ca](http://granvilleisland2040.ca/)

As Planning Assistant for Granville Island you will provide project management, engagement and research support relating to Granville Island 2040 projects.

**We have 2 temporary positions available.**

**Responsibilities:**

•    Project management: Day-to-day project management of individual planning and development-related projects. This will include support in preparation of project materials (reports, presentations), coordination of internal processes and teams, and support in the oversight of technical work conducted by consultants
•    Stakeholder and public engagement: Development and execution of project-specific stakeholder and public engagement strategies. Stakeholder groups include members of the Granville Island community, City of Vancouver (various departments), non-governmental organizations, and local resident associations
•    Planning research: At the direction of the Manager of Planning and Development, conduct independent research in support of specific projects. Topics might include: transportation; working effectively with Indigenous groups; sea level rise; economic impact of arts and culture and public spaces; and others
•    Data collection, analysis, and communication
•    On-going support to the Manager of Planning and Development, and potentially other project leaders, as directed

**Minimum Qualifications:**

•    Degree or diploma in relevant field (e.g., Planning, Urban Studies, Geography)
•    3 years experience in  planning, project management or public engagement
•    A background or interest in one or more of the following: transportation, public engagement, Indigenous planning, public space and place making, development, sea level rise planning
•    Excellent interpersonal skills including the ability to work effectively with colleagues across departments, external stakeholders, and members of the public
•    Excellent project management and organizational skills, including the ability to manage numerous projects concurrently
•    Excellent written and oral communication and presentation skills
•    Ability to set priorities and adapt to change
•    Strong problem-solving, negotiating and decision making skills
•    Ability to manage budgets
•    Intermediate to advanced level skills in computer software packages including presentation software, such as Adobe InDesign
•    Intermediate to advanced level skills in Microsoft Excel
•    Membership in the Canadian Institute of Planners is an asset

**Posting closing date**: Note, the competition may remain active until filled.

**Job Requisition ID:** 6945

**Office Location:**Vancouver (BC)

**Other Location(s):**

**Security Requirement:** Reliability Status

**Travel Requirement:** Occasional

**To Note**

* Your application must clearly demonstrate how you meet the requirements.
* Selected candidates may be required to do a presentation or assessment as part of the interview. If so, they will be advised in advance.
* We sincerely thank all candidates for their interest, however, please note that only those applicants selected for further consideration will be contacted.
* If selected for an interview or testing, please advise us if you require an accommodation.
* Candidates who do not meet all of the position requirements may be considered in an under-fill capacity, in which case the person will be hired at a lower salary range than is advertised for this position.
* All applications submitted to this competition will be kept for a six (6) month period and may be considered for future related vacancies at CMHC.
* All regular employees must be in their current role for a minimum of one (1) year prior to applying for a new position, if not, they must receive managerial approval to apply for a new position.
* If applying for a temporary assignment, please ensure that your Manager approves your application prior to submission.
* In all cases, regular employees must successfully complete the corporate probationary period prior to applying for a new position.

**Diversity**
CMHC is an employer that values diversity and encourages the learning and use of both Canada's official languages. CMHC is committed to employment equity and actively encourages application from women, Indigenous people, persons with disabilities and visible minorities.