



GC (Government of Canada) Jobs

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Development Review Officer [Share this page](#)

Reference number: CAP21J-023613-000007

Selection process number: 2021-PKS-LLYK-OC-RM-139

Parks Canada - Lake Louise, Yoho & Kootenay Field Unit - Townsites
Lake Louise (Alberta)
PM-04

Term/Acting/ Assignment-at-level
\$71,820 to \$77,608 (under review)

Closing date: 8 December 2021 - 23:59, Pacific Time

Who can apply: Parks Canada Agency considers applications from individuals who have legal status to work in Canada. Please indicate in your application the reason for which you are entitled to work in Canada: Canadian Citizenship, permanent resident status, or work permit.

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Important messages

We are committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you need to be accommodated during any phase of the evaluation process, please use the Contact information below to request specialized accommodation. All information received in relation to accommodation will be kept confidential.

Assessment accommodation

We will only accept online applications received via the GC Jobs website.

Applicants must clearly demonstrate in the questionnaire how they meet the Education and Experience criteria.

Failure to clearly demonstrate in the questionnaire how you meet the Education and Experience factors found on the Statement of Qualifications (see below), may result in

the rejection of your application.

Normally, applicants will not be solicited for incomplete or possible missing information. Additional information may be requested after closing date for screening and/or assessment purposes.

On November 8th, 2021, the Parks Canada Agency announced the details of its vaccination requirement for all employees.

As per the Policy on COVID-19 Vaccination for Parks Canada Agency, employees must attest to their vaccination status. The requirement for employees to be fully vaccinated applies whether they are teleworking, working remotely or working on-site. This is a condition of employment and it applies to indeterminate, determinate (term), casual, as and when required, and student hiring (full-time, part-time and seasonal). Should you reach the point in the selection process where it is necessary to ensure terms and conditions of employment are met, the hiring manager or a human resources representative will contact you in order to complete a vaccination attestation form.

Duties

As the PM04 Development Review Officer, you will be a key member of the team who will help ensure that development in the national parks meets the legislative, regulatory and policy requirements, creating a strong framework for the delivery of visitor and resident services, while ensuring protection of the national parks for current and future generations. Based in the iconic townsite of Lake Louise, you will lead proponents through the development review process, fostering an understanding and appreciation for how management of development review is essential to long-term sustainability and success.

Your regular tasks will include (but are not limited to):

- Reviewing, analyzing and providing recommendations on development proposals and applications in the Lake Louise, Yoho and Kootenay Field Unit, as related to the relevant acts, regulations, policies, guidelines and safety codes.
- Working directly with proponents, onsite and virtually, on their proposal submission requirements and expectations.
- Working directly with proponents, onsite and virtually, to ensure compliance with the relevant acts, regulations, policies, guidelines and safety codes.
- Working directly with proponents, onsite and virtually, to help identify and address any issues or questions that may arise related to land use.

Work environment

Be part of an inspiring team! Parks Canada is a world leader in natural and cultural conservation, Canada's largest provider of natural and historic visitor facilities and manager of destinations that form the cornerstones of the Canadian tourism industry.

Have you ever thought of establishing a career in one of Canada's most amazing and iconic places? Canada's national parks, national historic sites and national marine conservation areas offer opportunities to work in unique locations and live the ultimate Canadian experience.

Want to be part of ensuring a great legacy for Canada and Canadians? Parks Canada is embarking on an unprecedented program of restoration work to heritage, visitor, water and highway assets located within our special places across Canada.

If you are interested in this opportunity, why not consider a career for the Parks Canada Agency?

We offer:

- Learning opportunities that promote individual and organizational excellence.
- An opportunity to experience our rich natural and cultural heritage first-hand.
- Employment with dedicated colleagues in a well-respected federal organization.
- An opportunity to connect with Canadians at their most valued natural and cultural treasures.

Intent of the process

The results of this process will be used to fill a 5-year term vacancy and may be used in the future to fill permanent or temporary vacancies that may arise at the PM 04 level in the Lake Louise, Yoho & Kootenay Field Unit, the Banff Field Unit or the Jasper Field Unit in various locations, with full or part-time hours for various tenures, such as: Seasonal Indeterminate, Term, Acting Assignment or Assignment at level, depending on status of the selected candidate.

Positions to be filled: 1

Information you must provide

Your résumé.

Contact information for 3 references.

In order to be considered, your application must clearly explain how you meet the following (essential qualifications)

Graduation from a recognized post-secondary educational program with a degree or diploma in a field relevant to the duties of the position such as planning, urban studies, architecture, construction-related trade, building official or other related field, or an acceptable combination of education and experience.

Degree equivalency

The following will be applied / assessed at a later date (essential for the job)

English essential

Information on language requirements

EXPERIENCE

- Minimum of 2 years' experience in land development approval, municipal planning and/or regulatory processes
- Experience with reviewing and processing of development or construction projects
- Experience providing advice to managers, stakeholders, applicants and/or to the public
- Experience writing technical summaries or briefing notes to managers

KNOWLEDGE

- Knowledge of the principles, techniques, methods, and procedures of development review
- Knowledge of the relationship between development review and community plans, building safety codes and other planning legislation/regulations
- Knowledge of acts, bylaws, codes and procedures with respect to development and construction industry

ABILITIES

- Adaptability: Adapting in order to work effectively in ambiguous, fast-paced or changing situations, and with diverse individuals and groups and/or independently
- Teamwork: Working collaboratively with others to achieve organizational goals and prioritize work
- Interactive Communication: Listening to others and communicating articulately (verbally and in writing), fostering open communication
- Analytical Thinking: Analyzing and synthesizing information, identifying areas of

concern and/or options to support sound decision making and/or to negotiate complex development project reviews

- Client Focus: Providing service excellence to internal and/or external clients

PERSONAL SUITABILITY

- Makes things happen
- Exercises sound judgment
- Personally connects with people
- Communicates effectively
- Takes responsibility

The following may be applied / assessed at a later date (may be needed for the job)

ADDITIONAL ABILITIES

- Conflict Resolution: Working both in-person and virtually with internal and external stakeholders to identify conflicts and develop potential solutions.

OPERATIONAL REQUIREMENTS

- Willingness to wear Personal Protective Equipment (PPE) and use safety equipment
- Willingness to wear a Parks Canada uniform
- Willingness to travel throughout the field unit
- Willingness to work and/or travel in varied terrain, weather conditions, isolated locations and by various means of transportation

Conditions of employment

- Obtain and maintain Reliability Status
- Possession and maintenance of a valid Class 5 Driver's License
- All Parks Canada Agency employees are required to be fully vaccinated against COVID-19 and attest to their vaccination status unless accommodated based on a medical contraindication, religion, or another prohibited ground of discrimination as defined under the Canadian Human Rights Act.

Other information

The Public Service of Canada is committed to building a skilled and diverse workforce that reflects the Canadians we serve. We promote employment equity and encourage you to indicate if you belong to one of the designated groups when you apply.

[Information on employment equity.](#)

In accordance with paragraph 8(2)(a) of the Privacy Act, information or material, whether provided directly by the candidate or otherwise obtained by the selection board, used during the selection process for the purpose of assessing a candidate may be used as part of the selection review and recourse processes. Such relevant information may be provided to third parties, such as other candidates or their representatives, who have a legitimate reason to be aware of that information. Persons who have received pay in lieu of unfulfilled surplus period, a Transition Support Measure (TSM) or an Educational Allowance and are re-appointed to the Parks Canada Agency are required to reimburse an amount corresponding to the period from the effective date of such reappointment or hiring, to the end of the original period for which the TSM and education allowance was paid. Please contact LLYK Human Resources (rhllrk-llykhr@pc.gc.ca), if you are one of these individuals to find out how this applies to your particular situation.

Persons who are in receipt of a Canadian Government Public Service pension and are considering this employment opportunity with the Parks Canada Agency, should contact the PWGSC Public Service Pension Centre (1-800-561-7930) in order to determine the impact of an appointment on their pension benefit entitlements.

We thank all those who apply. Only those selected for further consideration will be contacted.

Contact information

Tracey LeBlanc, Townsites Manager

tracey.leblanc@pc.gc.ca

[Apply online](#)

Date modified:

2021-08-10