



# POSITION DESCRIPTION

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**TITLE:** TEMPORARY PLANNER

**DEPARTMENT:** PLANNING & DEVELOPMENT SERVICES DEPARTMENT

**CATEGORY:** EXEMPT

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## **GENERAL ACCOUNTABILITY**

Reporting to the Manager of Planning and Development Services the candidate will provide strategic planning and policy leadership in urban design, community planning, and development. This includes overseeing the conception, implementation, and project management of high profile development projects such as long range plans and Council priority projects. The Planner will play a key role in the creation of policy for the Township including its Official Community Plan, social policy, environmental and sustainability plans and will provide recommendations to Council to aid in its policy decision-making to support and help shape the vision of the Township by balancing the economic, social and environmental needs of the community.

## **JOB CONTEXT**

The Planner will assist the Manager of Planning with providing immediate to long-term planning and development deliverables. A significant focus on fostering and maintaining positive internal and external relations, collaboration, adaptability, and flexibility is crucial. On a regular basis the Planner interacts with senior leadership, administrative support, varying external consultants and service providers, developers, and community partners. The office of Planning & Development Services includes limited staff for administrative assistance.

This role will require interaction with elected leadership from the Township and two First Nations as well as significant interaction with the general public.

## **SPECIFIC ACCOUNTABILITIES**

### **Client Service**

- Provide responsive professional expertise and information to Council, the Chief Administrative Officer, the Manager of Planning, senior leadership, managers, supervisors, staff, external partners, outside agencies and the public.
- Organize, lead, participate and collaborate on committees and project teams to develop and maintain effective planning and development service practices.
- Provide support to Council, committees, the Chief Administrative Officer, and the Manager of Planning; ensuring that quality information is provided for strategic decision making.
- Write technical reports as required for the senior leadership team, Chief Administrative Officer, Council, and provide staff reports to Council and Committees as required.

## **Project and Operations Management**

- Provide functional expertise to the organization.
- Development and implementation of progressive bylaws, policies, and procedures to ensure consistent application throughout the Township of Spallumcheen.
- Management and supervision of the delivery of community planning and development services, including long range planning (the Official Community Plan, Area Plans, and specific issue studies) and current planning (the Zoning Bylaw, development applications of all types).
- Manage complex land use and development applications as a professional planner from initiation to completion, including meeting with land owners and prospective developers, and performing research, site visits, negotiations, technical report writing and presentations.
- Create effective systems to manage the work flow of assigned tasks.
- Provides oversight in regards to amendments to the Official Community Plan and Zoning Bylaw.
- Meet project milestones on or before scheduled completion dates through comprehensive, accurate and transparent reporting of key performance indicators.

## **Resource Management**

- Ensure the prudent and effective use of financial resources in the management and delivery of development services.
- Ensure effective financial and administrative systems are maintained to maximize the effectiveness of resource utilization within the objectives, policies, plans and monetary constraints.
- In alignment with the Township's strategic priorities, design, develop, implement and manage various development business plans including the identification of significant and early opportunities for success.
- Oversee the procurement of various available Federal and Provincial planning and development funding sources.

## **Relationship Management**

- Develop and maintain a resource network to effectively lead the Township in sustainable, strategic directions with respect to community planning, development and related issues.
- Foster and maintain collaborative partnerships and positive, solution-oriented working relationships with Council, management, staff, community members, and various external partners to ensure timely and relevant community development and planning project services are provided to support strategic initiatives.
- Collaborate with the human resources department, management, and staff to create an organizational culture that is supportive, positive, cooperative, action-oriented, and client service focused.
- Liaise, collaborate, and develop and maintain positive external relations with the Federal

and Provincial agencies, local governments, First Nations, and other community, municipal and business associations.

- Encourage and support public participation in the Township's planning programs and activities through meaningful public engagement, first-rate customer service, and effective community outreach strategies intended to facilitate public access to information.
- Develop effective day to day working relationships and oversee development projects by developers, including design review, agreement, document preparation and project management for the Township.

### **Workplace Management**

- Ensure a positive, diverse and inclusive work environment.
- Ensure an effective workplace environment, through the support and participation in ongoing coaching and performance management, to maintain a high level of performance, exemplary customer service, and teamwork.
- Advance the overall strategic direction for the department by ongoing review of all types of land use and development applications, the development of new or updated Municipal plans and planning bylaws, and in the implementation of planning projects and policies, while ensuring work conforms to Municipal policies, committed timelines and good planning practice.

### **Strategic Planning**

- Assist the Manager of Planning with the development of economic and community development plans (multi-year and annually) by interpreting and implementing the strategic direction, goals and objectives set by Council.
- Assist the Manager of Planning with performing all statutory responsibilities for land use planning and related policies, and represents the Township in the planning and negotiation of major private and public developments.
- Assist with initiating, completing and/or collaborating with subject matter experts in the development and finalization of various implementation studies.

## **REQUIRED QUALIFICATIONS AND EXPERIENCE**

The successful candidate will have a degree in regional, urban, city or community planning, or related discipline (e.g. Architecture, Planning or Geography) supplemented by three (3) years of planning experience in the local government planning environment. Comparable combinations of education and experience will also be considered.

## **REQUIRED COMPETENCIES**

### **Presenting and Communicating Information**

Demonstrates an ability to communicate effectively in a wide variety of methods and situations applying diplomacy and interpersonal skill to successfully complete positional duties and establish and maintain productive relationships. This will include:

**Client Focus** – the ability to demonstrate a high level of focus on internal and external client service delivery, setting priorities based on client needs and continuously seeking ways to meet

and exceed client expectations.

**Knowledge and Expertise** – the ability to make use of the skills, knowledge, and professional proficiencies required by the position, and serve the objectives of both the department and Township as a whole.

**Build Leadership & Culture** – the ability to utilize transparency and accountability to develop leadership effectiveness in Council, various committees, administration, and our culture.

**Cultivate Strong Relationships** – Build strong and trusting relationships and bring a taxpayer-centric mindset and focus to all elements of the organization.

**Drive Operational Excellence** – Leverage business insight, financial acumen, and operational rigor to maximize resources, productivity, and build long-term, sustainable success.

**Inspire Courage & Innovation** – Model and enable creative thinking, curiosity, and calculated risk taking to create new solutions.

**Lead Transformation** – Anticipate emerging trends and create opportunities that continue to improve the Township of Spallumcheen.

**Organizational Awareness** – Demonstrate understanding of the Township of Spallumcheen – including plans, policies, systems and structure and use this knowledge to improve both personal and team effectiveness.

**Flexibility and Adaptability** – Demonstrates an ability to adapt and thrive in an atmosphere of changing priorities and circumstances.

**Valuing Diversity** – The ability to promote a workplace where diversity is welcomed, valued, and expressed in practice.