



## Planner 1 (Affordable Housing) Job ID: 2022-0001

The City of Richmond is committed to be the most appealing, livable, well-managed community in Canada, a goal that is only made possible by developing our most valuable asset – *our people*. This is a great opportunity to join our team and shape our community. The City of Richmond offers competitive pay programs, comprehensive benefits and attractive incentives. If you are looking to make a difference, and to share our vision “to be the most appealing, livable, and well-managed community in Canada”, then please apply.

### Position Overview

Reporting to the Program Manager, Affordable Housing, the Planner 1 (Affordable Housing) assists with the overall implementation and coordination of the Richmond Affordable Housing Strategy. The Program Manager, Affordable Housing would continue to manage the more complex aspects of the portfolio.

### Examples of key responsibilities include, but are not limited to:

- Undertake tasks related to research, data analysis, and program evaluation to support the implementation and ongoing enhancement of the Richmond Affordable Housing Strategy.
- Manage the day to day operation of the City’s Low End Market Rental program.
- Recommend, implement, and oversee tracking and monitoring systems for the City’s affordable housing programs, and convey key information and statistics.
- Review development proposals and collaborate with the Planning and Development Department, other City departments and developers in identifying affordable housing requirements to pursue through planned development.
- Participate in and facilitate community and stakeholder engagement processes, and pursue collaborative solutions to Richmond’s affordable housing needs.
- Prepare and contribute to reports for senior City staff or City Council on Housing Agreements, housing issues, and other pertinent matters.
- Contribute to community and regional committees.
- Investigate potential grants, capital funding, and other opportunities to enhance and sustain Richmond’s affordable housing objectives.
- Participate in consultations with senior levels of government and others concerning necessary policies, programs, and resources for advancing Richmond’s affordable housing agenda.
- Respond to information requests from the public, staff, council, and external agencies.
- Collaborate on other priority initiatives of the Community Social Development Department (e.g., Social Development Strategy implementation).

### Knowledge, Skills & Abilities:

- Knowledge of community planning and affordable housing practices, principles, policies, methods and procedures in a municipal setting.
- Ability to work under general direction and use independent judgement when required.
- Ability to design and support public engagement processes involving the public and key stakeholders.
- Knowledge of best practices for quantifying affordable housing needs, including common methods and data sources.
- Knowledge of the affordable housing sector, including the roles of the provincial and federal governments, non-profit housing providers, and the private sector.
- Ability to communicate in an effective, professional manner both verbally and in writing (e.g., prepare reports, memos, policy briefs and other written materials).
- Ability to build and maintain effective working relationships with internal City departments, industry professionals and external stakeholders to transmit clearly the principles and requirements of sound planning and development.
- Ability to produce quality work in terms of the quality of information, option, analysis, recommendations, customer

service, communication, team building and workload management.

- Ability to manage multiple work deadlines.
- Skill in using computer software such as Amanda and Microsoft Office.
- Ability to use REDMS or a similar records document management system.

## Qualifications and Experience:

A Master's degree or a Bachelor's degree with professional designation and a total of over 1 year of professional planning experience, preferably in a municipal environment, OR an equivalent combination of training and experience. Eligibility or membership in the Canadian Institute of Planners (CIP) and Planning Institute of B.C. (PIBC) is required.

## Working Conditions:

This work is performed primarily in an office environment. The incumbent will have to balance multiple tasks simultaneously amidst changing priorities and demands, filtering out distractions and working effectively with applicants who are under pressure.

*The City of Richmond has a Covid-19 Vaccination Policy which requires all employees to be fully vaccinated against COVID-19 and provide proof of vaccination by December 20th, 2021 as a condition of employment.*

## Additional Information:

Location: City Hall

Employee Group: CUPE Local 718

Position Status: Regular Full-Time

PCC#: 1451

Pay Band: J15

Pay Range/Rate: \$42.30 to \$50.01 per hour

Hours of Work: Monday - Friday 8:15am - 5:00pm, compressed work week.

Internal Closing Date: 1/27/22

External Closing Date: 2/8/22

Openings: 1

*The City of Richmond is an inclusive employer committed to employment equity objectives and invites application from all qualified individuals. We thank all applicants in advance for their interest; however, only those under consideration will be contacted. Should you be contacted and require some form of accommodation during the recruitment process, please let us know and we will endeavour to meet your needs to the best of our ability. If you are unsuccessful, please accept our appreciation for your interest. No Telephone inquiries, please.*

*This position is restricted to those legally entitled to work in Canada.*