



## Planner 2 (Affordable Housing) Job ID: 2022-0006

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 directly to the Program Manager, Affordable Housing, the Planner 2 (Affordable Housing) coordinates affordable housing developments, supports housing policy and research initiatives, manages studies and consultants, and liaises with a range of internal and external stakeholders to advance the City’s affordable housing objectives. Work performance is evaluated in terms of demonstrating a professional results-oriented focus, customer service attitude and providing high quality research, options, analysis, recommendations, report writing, editing, team building and workload management with minimal supervision.

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

- Advancing the City’s affordable housing objectives by coordinating new affordable housing developments on City-owned land.
- Supporting the Program Manager, Affordable Housing in completing major policy and research initiatives, including updates to the City’s Low End Market Rental program.
- Coordinating communications and engagement activities for the City’s affordable housing developments and housing policy initiatives.
- Establishing collaborative relationships with a range of internal departments (e.g. Development Applications, Policy Planning and Transportation) and external stakeholders, including non-profit housing providers, community organizations and representatives from BC Housing and CMHC.
- Reviewing and providing advice on complex development applications (e.g. market rental and affordable housing developments).
- Investigating potential grants, capital funding, and other opportunities to enhance and sustain Richmond’s affordable housing objectives.
- Responding to information requests from the public, staff, council, and external agencies.
- Collaborating on other priority initiatives of the Community Social Development Department (e.g. Social Development Strategy and Affordable Housing Strategy implementation).
- Representing the City’s affordable housing interests in public forums (e.g. at Council, Planning Committee, Public Hearings, Metro Vancouver committees).
- Effectively managing comprehensive work programs, staff teams, budgets and consultants.

### Knowledge, Skills & Abilities:

- Knowledge of affordable housing and community planning practices, principles, policies, methods and procedures in a municipal setting.
- Knowledge of the affordable housing sector, including the roles of the provincial and federal governments, non-profit housing providers, and the private sector.
- Up to date knowledge of social, economic, political and demographic factors related to housing needs in Richmond and Metro Vancouver.
- Experience in any of the following could be considered an asset:
  - Policy and strategy development
  - Advancing affordable housing developments through the municipal planning process

- Research methods for assessing demand for affordable housing
- Ability to communicate professionally (e.g. write and edit complex reports, speak publicly).
- Ability to maintain effective working relationships with elected officials, government agencies, clients and the public with courtesy, tact and discretion.
- Proficiency in Microsoft Outlook, Word and Excel.
- Ability to use REDMS or a similar Records Management System.
- Ability to successfully clear a Police Information Check.

## Qualifications and Experience:

- A Master's Degree in Community Planning or related field (e.g. Architecture, Urban Design, Landscape Architecture).
- A total of over 2 years and up to and including 5 years of professional experience in affordable housing policy development.
- An equivalent combination of education, training and experience may be considered.
- Eligibility or membership in the Canadian Institute of Planners (CIP) and Planning Institute of B.C. (PIBC) is required.
- Valid Class 5 Driver's Licence for the Province of British Columbia.

## Working Conditions:

- Work is performed in an office environment.

*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#: 1342

Pay Band: J19

Pay Range/Rate: \$50.01 to \$59.18 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.*