



Competition #22/73
Internal/External Posting
Closing date: April 14, 2022

The City of Victoria is looking for a Planning Assistant to support long-range community planning initiatives with a focus on implementation of the Victoria Housing Strategy. This position will be responsible for working with a team of planners and supporting a variety of projects through research, data collection and public engagement. The ideal candidate will be highly motivated, collaborative and passionate about making Victoria an even more amazing place to live, work and visit.

Planning Assistant (Continuous)
Sustainable Planning and Community Development Department

POSITION FUNCTION

Perform a variety of planning support duties related to the development of urban policy and the preparation of city-wide and local area plans in a team environment.

KEY DUTIES

Support planning processes and the development, implementation and monitoring of plans. Research and analyze a wide variety of qualitative and quantitative data (demographic, social, economic, environmental, urban development and planning data) using various methodologies related to key indicators, trends, forecasts, best practices, city-wide and local area plans and policy initiatives. Assist with layout, editing and graphic support.

Undertake spatial analyses using GIS software and develop, analyze and revise urban form models in a 3-D digital environment; bring recommendations to supervisor for urban planning initiatives.

Assist with the organization of public engagement events, the development of informational and graphic public engagement materials and collation of results. Participate in small group discussions at workshops, open houses and public meetings.

Update policy documents following approved amendments in consultation with senior staff. Maintain and update the Community Planning webpage content as needed in consultation with Citizen Engagement and Strategic Planning staff.

Respond to enquiries from the public, outside agencies and other departments by providing information on planning data and information on city-wide and local area planning policies.

Perform related duties where qualified.

INDEPENDENCE

Work is generated by departmental work programs and requests from various internal and external sources and as assigned by supervisor.

Work is reviewed through meetings with senior members of project teams and with supervisor. Issues such as deviations from policy and established procedure are discussed with supervisor.

WORKING CONDITIONS

Physical Effort:

Normal

Mental Effort:

Long periods of intense concentration at the computer while entering data, undertaking analysis and conducting research, and preparing reports. (frequent)

Meet multiple deadlines. (occasional)

Visual/Auditory Effort:

Focus on detailed spreadsheets, databases, digital models, drawings, maps and VDT for long periods. (frequent)

Work Environment:

Office.

May be required to work irregular hours. (premium item)

KEY SKILLS AND ABILITIES

Organize and prioritize work.

Understand and apply the principles and methods of demographic, social, economic, environmental, spatial and urban development research and analysis to urban planning, strategic policy, and performance measurement.

Working level operation of current City word processing, spreadsheet and related specialty software including geographic information system (ARC GIS), 3-D digital form modelling, graphic design and desktop publishing.

Synthesize and analyze information and compose reports and documents.

Read and interpret technical plans and drawings, policies, legislation and regulations.

Establish and maintain effective working relationships.

Deal effectively with the public and outside agencies.

QUALIFICATIONS

Formal Education, Training and Occupational Certification:

Diploma in urban planning or a related discipline. (2 years)

Current and valid Class 5 B.C. Driver's License.

Experience:

2 years of related experience or an equivalent combination of education and experience.

OTHER:

May be requested to substitute in a more senior position.

Work schedule: Monday - Friday, 35 hour work week

\$37.28 per hour, Pay Grade 11

Job Code #4383

This is a CUPE Local 50 Position

To apply for this opportunity you will need to create an online profile or log back in to our career portal at www.victoria.ca/jobs - only online submission will be considered. All applications must be submitted online by 4:30 pm on the closing date noted on the posting. Please be prepared to provide proof of qualifications and supporting materials as outlined in your resume.

COVID-19 Vaccination Requirement

All City of Victoria employees are required to be fully vaccinated against COVID-19.

Candidates who cannot be fully vaccinated based on a protected legal ground as defined in the BC Human Rights Code may request an accommodation of the requirement to be fully vaccinated. Applicants will be asked to provide proof of vaccination or request an accommodation during the recruitment process.

At the City of Victoria, we are committed to recruiting a diverse workforce that represents the community we serve. Indigenous applicants, people of colour, all genders, LGBT2Q+

and persons with disabilities are encouraged to apply. Accommodations will be provided upon request during the selection process.

If you require assistance, please email us at recruitment@victoria.ca