

General Accountabilities

The Senior Policy Planner is responsible for the development of a variety of statutory and secondary planning documents that ensures development takes place in alignment with the Town's Municipal Development Plan and other policies, and advances the community goals around planning for human use and growth management. As a senior team member, this position acts in a supervisory role for staff and provides additional oversight and mentorship of the work in the department to ensure support and achievement of strategic Planning directions.

Specific Accountabilities

Leadership

- Promotes a positive, professional image of the Town of Canmore and acts as a role model and mentor for staff, colleagues and the public
- Models the Town of Canmore core values of wellness, respect, integrity, service and teamwork, identifies when things are out of alignment and act as an agent for positive change
- Champions the Town of Canmore culture by modeling the practices of: Open, Honest Conversations, Developmental Orientation, Discernment, Collaboration and Appreciation

Customer Service

- Responds in a professional and reasonably timely manner to inquiries, complaints or suggestions, ensuring accurate information is provided to clients
- Seeks to understand individual client needs and contribute to finding the most appropriate solution
- Diffuses upset, anxious and/or angry clients and defer issues to the appropriate person for resolution if needed

Job Knowledge

- Provides planning advice, recommendations and presentations to Administration and Council on strategic planning policy and implementation measures required to achieve planning goals and objectives within the community
- Researches, reviews, recommends, produces, and presents statutory and secondary planning documents for consideration by Council
- Ensures alignment with the provisions of the Municipal Government Act, Town Bylaws and policies, as they apply to achieving strategic planning goals within the community
- Presents at public meetings (e.g. Council, committees, community engagement)
- Collaborate with other departments on the development of strategic planning policy to identify synergies and operational impacts
- Research and draft reports on special projects as assigned by the Manager
- Other duties as assigned

Teamwork

- Actively participates and engages in team meetings to identify patterns or trends, problem solve issues, improve existing programs or develop new ones and ensure the overall team success
- Provides back-up support for the duties and responsibilities of other departmental staff for the maintenance of service levels and project deadlines, as required
- Take on a variety of duties as assigned, that may not be part of the regular day-to-day expectations

Communication

- Communicates respectfully and tactfully with all clients and co-workers and proactively shares pertinent information with the team
- Listens and seeks to understand concerns and issues for the most successful and appropriate resolution, looking for win<>win<>win-based solutions
- Anticipates when issues may be politically sensitive, plans and communicates appropriately
- Maintains a high personal and professional standard of confidentiality of all information and adheres to all relevant industry regulations, acts, and guidelines (FOIP)

Innovation

- Identifies where efficiencies can be gained and seeks to improve processes and services
- Uses a flexible approach and creativity to implement alternative solutions to what is commonly done and adapt to new ways of doing things
- Demonstrates a willingness and commitment to learning over time for improved service delivery and organizational efficiency

Health & Safety

- Understands and carries out the Employee responsibilities as outlined in the Town of Canmore Health & Safety Directive
- Actively participates in the Town's health & safety program and complies with all legislation, policies, directives, procedures and Safe Work Practices ensuring a safe work environment and injury-free workplace

Education & Certifications

- Graduate or bachelor's degree in planning or a related field – *required*
- Full membership in the Canadian Institute of Planners or equivalent - *required*

Abilities and Experience

- Minimum 7 years of progressively responsible and varied planning experience – *required*
 - 3-5 years in the development of planning policy
- Strong communication skills – demonstrated listening, negotiation, written and oral abilities; specifically, the ability to clearly articulate and transform complex ideas into clear narratives – *required*
- Experience presenting and facilitating meetings with council, public, community engagement and stakeholder groups – *required*
- Intermediate to advanced computer skills, including MS Office Suite, basic mapping/GIS – *required*

- Demonstrated progression of responsibility, including direct supervision of staff and/or consultants – *preferred*
- Demonstrated ability to work in a customer-oriented and collaborative teamwork environment – *required*
- Analyzes and solves problems systematically – *required*
- Organizational habits to understand, realistically plan for and meet deadlines, while adapting to changing demands and priorities – *required*

Interpersonal Qualities

- Embodies the Town of Canmore Core Value of Wellness, Respect, Integrity, Service and Teamwork
- Flexible demeanor to easily manage a variety of day-to-day tasks and a work environment where no two days are alike
- Confident, personable and approachable nature
- Is positive and respectful in communication about others
- Sees what needs to be done and takes initiative to create accomplishment

Last Updated: February 24, 2022