

Job Title: Planning Analyst (Park Planning & Policy)

Requisition ID: 36391

Company

Located on the traditional, ancestral and unceded lands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and selilwataʔ (Tsleil-Waututh) Peoples, Vancouver has a commitment to becoming a City of Reconciliation. Vancouver consistently ranks as one of the world's most liveable cities and is working towards being the greenest city in the world. Named among Canada's Top 100 Employers, BC's Top Employers, and Canada's Greenest Employers, the City of Vancouver seeks colleagues who can help shape and embody our core commitments to sustainability, decolonization, equity and outstanding quality of life for all residents. Consider joining our committed team of staff and being part of an innovative, inclusive and rewarding workplace.

Main Purpose & Function

Working within the Park Board's Planning, Policy & Environment group, this position contributes to the development and coordination of major projects, strategic planning efforts, policy initiatives, comprehensive plans or master plans that guide the overall development and delivery of the City's parks, recreation and natural systems.

Specific Duties & Responsibilities

- Responsible for the data collection, synthesis and research activities that provide the foundation to the implementation of the vision of preserving and advocating for Vancouver's parks and recreation services.
- Works with Planner I and/or Planner II on complex projects including review of relevant policy, site analysis and preparation of graphics for use in projects, policy and strategies.
- Contributes to Board reports and memos (that are presented to Park Board Commissioners by senior staff), briefing notes, external correspondence and prepares presentations.
- Supports work conducted by external contractors, advises and develops studies, surveys, and monitoring and evaluation tools, prepares and delivers presentations to internal and external audiences, and implements public engagement plans.
- Liaises with research institutions and other stakeholders, including the non-profit sector, foundations and senior levels of government. The work involves cross-departmental research coordination and provides support to research projects based on park, recreation and environment planning priorities.
- Other duties/responsibilities as assigned

Qualifications

Education and Experience

- University degree in landscape architecture, planning or related discipline, or an equivalent combination of education and experience
- Demonstrated experience and interest in park, recreation and environment policy and program research and analysis specifically relating to current-term and long-range planning
- Experience in data analysis and interpretation, demographic analysis, report writing and research coordination related to urban park, recreation and environment is required
- Relevant lived experience combined with a broad perspective lens on diversity, is preferred.
- Experience with diversity, inclusion and equity considerations in a workplace environment, is preferred
- Familiarity with the principles in reconciliation and decolonization is preferred.

Knowledge, Skills and Abilities

- Strong knowledge of urban park, recreation and environmental issues, including demographic, planning and development trends
- Excellent written and verbal communication, presentation, and interpersonal skills
- Ability to communicate to all audiences
- Excellent information and data management and analytical skills, including the ability to interpret and map census data
- Strong organizational skills and the ability to adapt to priorities and meet prescribed deadlines in a changing environment
- Ability to work in a fast-paced environment as part of a team and ability to manage competing pressures
- Ability to be resourceful and efficient to obtain data and research within existing frameworks
- Proficiency in the use of MS Office Suite, Adobe Creative Suite (Illustrator, InDesign, Photoshop, etc) and ArcGIS

Where operationally appropriate and subject to change, the City of Vancouver has a Flexible Work Program. This program allows staff to work remotely 1 – 4 days a week from locations that are a daily commutable distance from their work at a City worksite. At this time this position is eligible to be part of the Flexible Work Program.

The City of Vancouver has a COVID-19 Mandatory Vaccination Policy. All external applicants applying to the City of Vancouver are required to be fully vaccinated as a condition of hire and subject to this policy as a condition of ongoing employment. Candidates may only be exempted from this requirement if they request and are approved for an accommodation based on a reason related to a Human Rights Code ground (such as disability). Such a request must be made during, not after, the recruitment process.

Business Unit/Department: Board of Parks & Recreation (1400)

Affiliation: CUPE 15 Parks

Employment Type: Temporary Full Time

Position Start Date: September 2022

Position End Date: August, 2024

Salary Information: Pay Grade GR-024: \$38.68 to \$45.68 per hour

Application Close: August 28, 2022

At the City of Vancouver, we are committed to recruiting a diverse workforce that represents the community we so proudly serve. Indigenous applicants, people of colour, all genders, 2SLGBTQ+ and persons with disabilities are encouraged to apply. Accommodations will be provided upon request during the selection process. Learn more about our commitment to diversity and inclusion.

Before you click Apply now

Once you start your application you can save your work and leave the applications page, however please remember to submit your profile to the specific job requisition before the posting closing date. In addition to uploading your cover letter and resume, part of the application process may include answering application questions related to the preferred requirements of the role which may take approx. 5-10mins. Cover letters should express interest and highlight additional information relevant to the position and resumes should include a tailored summary of skills and experience related to the position.