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Employment Opportunity

Planning Assistant

Planning & Protective Services – Regional and Strategic Planning

Competition Number:	22/277
Employment Type:	Regular Full Time
Hours of Work:	70 hours bi-weekly
Rate of Pay:	\$34.02 to \$38.61 per hour (2021 rates)
Review of applications begins:	4:00pm on October 13, 2022

Job Summary

The Planning Assistant supports policy planning, reporting and implementation initiatives related to regional transportation and growth management. This position is responsible for quantitative and qualitative research and analysis, policy and legislative interpretation, preparation of reports and program delivery.

Qualifications

- Bachelor’s degree in Planning, Geography, Biology, Environmental Studies or a related discipline and three (3) years related experience.
- Related experience should be demonstrably applicable (transferrable) to planning at the local or regional scale and include planning and policy analysis and development, research and writing.
- Eligibility for full membership in the Planning Institute of British Columbia is preferred.

Applications

To apply for this exciting opportunity, please visit www.crd.bc.ca and submit your application on our [careers page](#).

We welcome all qualified applicants to apply and may consider a combination of experience, education and/or training where possible.

NOTE: For the health and safety of our employees, customers and the communities we serve, the CRD requires verification of your COVID-19 vaccination status as a condition of employment.

What is the CRD?

The Capital Regional District (CRD) is the regional government for 13 municipalities and three electoral areas on southern Vancouver Island and the surrounding Gulf Islands, serving more than 432,000 people.

Our administrative boundaries span the Traditional Territories of many First Nations, all of whom have a long standing relationship with the land and waters from time immemorial that continues to this day.

We value the diversity of the people we hire and serve. In our commitment to bring differing perspectives to our workplace, and to deliver the best possible service to our customers, we encourage and welcome applications from all people with diverse backgrounds, abilities, and lived experiences.



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Typical Duties and Responsibilities

People working in this role can expect to be responsible for performing the following duties. This list is not meant to be comprehensive and other related duties similar in scope and complexity may be performed.

- Supports development of planning and policy documents including: active travel plans for institutional and commercial land uses, the Pedestrian and Cycling Master Plan, the Regional Transportation Plan and emerging regional strategies on topics such as safety policy and transportation demand management.
- Reviews, compiles, researches and analyses transportation policy, plans, indicators, infrastructure, resourcing and behaviour change strategies, and documents results in reports, spreadsheets and mapping products.
- Collects, records, analyses and summarizes qualitative and quantitative data, including GIS data
- Prepares maps and visual aids for inclusion in public documents such as reports, correspondence, social media and advertisements.
- Drafts correspondence, reports, spreadsheets and presentations in support of regional planning initiatives.
- Supports regular progress reporting on transportation priorities by collecting and collating information and updating tracking documents.
- Responds to inquiries and information requests from members of the public and municipal staff, referring more complex matters to the team of Research Planners.
- Assists the team of Research Planners with the preparation of project charters, terms of reference and other corporate documents.
- Conducts site visits in support of planning projects to identify relevant issues.
- Works cooperatively with staff, stakeholders and the public on projects as directed.
- Follows all policies, procedures and standards of the CRD.
- Performs other related duties as required.

Knowledge, Skills and Abilities

To be successful at the CRD, candidates should have a shared understanding of our [Cultural Traits](#) and [Statement of Reconciliation](#) with Indigenous peoples. Additionally, ideal candidates would possess the following role specific knowledge, skills and abilities:

- Working knowledge of relevant planning legislation, including the Local Government Act.
- Proficiency with word processing (MS Word), spreadsheet (MS Excel) and presentation (MS PowerPoint) software.
- Working knowledge of GIS, including map production and spatial database design.
- Excellent verbal, written and visual communication skills across multiple platforms (e.g., report writing, visual aids, briefing bullets).
- Excellent interpersonal and customer service skills.
- Excellent data collection, research, analytical and problem-solving skills with strong attention to quality and detail.
- Strong organizational, time-management and critical thinking skills.
- Ability to prepare comprehensive and detailed reports for senior staff and stakeholder audiences.
- Ability to apply planning concepts, research techniques and policy analysis.
- Ability to explain technical information clearly and concisely to a non-technical audience.
- Ability to be creative and exercise sound judgment while managing multiple tasks and tight deadlines.
- Ability to work in a collaborative, cross-functional team.