

**BE PART OF THE TEAM THAT
BRINGS THE WORLD TOGETHER.**

Employment Opportunity: Planning Assistant (Replacement Term)

Want to work in an exciting environment with some of the most talented people in Canada? Join our team and connect with your potential.

The Port of Vancouver is Canada's largest and most diversified port, stretching along 360 kilometres of shoreline and waterways, bordering on 16 municipalities and intersecting with traditional territories and treaty lands of several Coast Salish First Nations. Annually \$200 billion in goods with more than 170 world economies are traded through the port. The Vancouver Fraser Port Authority manages port lands at the Port of Vancouver, and leads the efficient and reliable movement of cargo and passengers.

As part of the Planning & Development Team, the **Planning Assistant** is responsible for supporting the administration of the port authority's Project and Environmental Review and Building Permit processes; coordinating minor project permit application reviews; assisting the Planning team with research and technical analysis; and monitoring project permit activity. In this role, you will:

Project Permit Review Process

- Support the administration of the Project and Environmental Review process and Building Permit process.
- Support the monitoring of the Project and Environmental Review process, including preparation of technical reports summarizing project permit activity against defined metrics.
- Coordinate internal review of minor project permit applications; liaise with applicants and their consultants; make recommendations on proposed projects for consideration by the Manager, Planning; monitor compliance with permit conditions.
- Undertake research and technical analysis to support project permit reviews; continuous improvement of the Project and Environmental Review process; and related issues.

Building Permit Process

- Provide administrative support to the implementation and review of the port authority's Building Permit process; coordinate the review of minor building permit applications by VFPA's building code consultants, including preparing permit recommendations, monitoring compliance with permit requirements and administering fees assessed to applicants. Administer contracts with the port authority's building code consultants.

Land Use Planning

- Undertake research and analysis related to the maintenance of the port authority's Land Use Plan.

External Consultation

- Support the Planning team in preparing for and implementing external consultation activities associated with project permit reviews.
- Prepare and implement notifications to external agencies and the public, as required, associated with minor project permit reviews.
- Assist with the maintenance of the port authority's web pages associated with the Project

and Environmental Review process, land use planning, and related subjects.

As the successful candidate, you have diploma or degree in planning or a related discipline, and a minimum of 1.5 years related experience in either an urban or port planning capacity, or direct experience with development or environmental review processes.

Vancouver Fraser Port Authority offers a competitive compensation and benefits package including an Earned Time Off program.

If we have accurately captured your profile above, please apply on-line by visiting <http://www.portvancouver.com/careers>

Vancouver Fraser Port Authority is dedicated to employment equity and a workplace reflective of the diversity of our community.