



## Program Manager, Urban Design Job ID: 2023-0052

The City of Richmond is committed to be the most appealing, livable, well-managed community in Canada, a goal that is only made possible by developing our most valuable asset – *our people*. This is a great opportunity to join our team and shape our community. The City of Richmond offers competitive pay programs, comprehensive benefits and attractive incentives. If you are looking to make a difference, and to share our vision “to be the most appealing, livable, and well-managed community in Canada”, then please apply.

### Overview

The Program Manager, Urban Design is a leadership role in Urban Design and Architectural matters to the planning team, in addition to reviewing complex rezoning and development permit applications and special projects as may be assigned from time to time. This position reports to the Director, Policy Planning.

This position is responsible for making key recommendations on matters relating to all aspects of urban design and architecture. The ideal candidate is an effective communicator who is able to effectively lead and mentor planning staff, as well as liaise with other City Divisions and stakeholder groups.

### Examples of key responsibilities include, but are not limited to:

- Manage the research and data analytics function of the Policy Planning Department.
- Provide professional planning expertise on complex urban design and architectural issues, in addition to land use, housing, and heritage matters, preparing reports and bylaws in a responsive manner.
- Prepare and implement development permit guidelines and associated urban design policies/requirements.
- Coordinate and maintain effective working relationships with a wide variety of internal/external professional and community stakeholders.
- Investigate and resolve problems related to policy development and urban design, including responding to any inquiries or complaints in a professional and courteous manner.
- Completion of Special Projects as needed to effectively carry out the functions of the Policy Planning Department, including preparation and administration of regulations, policies and strategic work initiatives.
- Managing, leading and coaching of professional planning staff and administrative support staff. Responsible for hire, discipline and termination decisions.
- Responsible for providing technical guidance on complex planning and policy development including procedural requirements, legislative requirements, Council priorities, and long-range planning objectives.
- Act for the Director, Policy Planning in their absence, including attendance at Public Hearings, Council meetings and Committee meetings.

### Knowledge, Skills & Abilities:

- Knowledge of urban planning theory, practice and trends as they apply to the Canadian context.
- Exercise considerable independent judgement and demonstrate professionalism during the review and analysis of development applications.
- Skill and ability to manage internal and external contacts with courtesy, tact and discretion in providing planning advice and urban design recommendations.
- Ability to resolve conflict in a timely and professional manner. Ability to research, analyze and communicate specialized and technical planning information to a variety of internal and external customers.
- Excellent communication skills, including high quality written work and drafting public consultation material and presentations.
- Ability to give specialized professional advice to City staff, clients, external stakeholders, committees, and Council.
- Strong organizational skills and ability to prioritize and manage multiple assignments and development applications.

- Skill and proficiency in Microsoft Outlook, Word and Excel.
- Ability to use REDMS or a similar Records Management System.

## Qualifications and Experience:

- A Master's degree in Architecture, with a Bachelor's Degree in a related field (e.g., Architecture, Landscape Architecture, Planning or Urban Design).
- Membership or eligibility for membership in the Architectural Institute of British Columbia (AIBC). Accreditation in the B.C. Society of Landscape Architects (BSSLA), Canadian Institute of Planners (MCIP) and Planning Institute of B.C. (PIBC) will also be considered.
- A minimum of 10 years of relevant experience in municipal planning with specific experience in urban design, architecture, development applications and policy planning, including the preparation of new bylaws and zoning bylaw amendments.
- Experience in a municipal setting is preferred.

## Additional Information:

Location: City Hall

Employee Group: Exempt

Position Status: Regular Full-Time

PCC#: 1187

Pay Band: PF4

Pay Range/Rate: \$111,469 - \$139,337

Hours of Work: 8:15-5:00pm (compressed work week)

Internal Closing Date: 2/24/23

External Closing Date: 3/7/23

Openings: 1

*The City of Richmond is an inclusive employer committed to employment equity objectives and invites application from all qualified individuals. We thank all applicants in advance for their interest; however, only those under consideration will be contacted. Should you be contacted and require some form of accommodation during the recruitment process, please let us know and we will endeavour to meet your needs to the best of our ability. If you are unsuccessful, please accept our appreciation for your interest. No Telephone inquiries, please.*

*This position is restricted to those legally entitled to work in Canada.*