

Planner

**Job Requisition** JR12048 Planner (Open Date: 2023-03-27)  
**Job Family** M&P Facilities Management  
**Start Date** 2023-03-27  
**End Date** 2023-04-07  
**Primary Posting** Yes  
**Description** Staff - Non Union

Job Category

M&P - AAPS

Job Profile

AAPS Salaried - Facilities Management, Level D

Job Title

Planner

Department

UBCO | Campus Planning | Office of Campus Planning

Compensation Range

The Compensation Range is the span between the minimum and maximum base salary for a position. The midpoint of the range is approximately halfway between the minimum and the maximum and represents an employee that possesses full job knowledge, qualifications and experience for the position. In the normal course, employees will be hired, transferred or promoted between the minimum and midpoint of the salary range for a job.

Posting End Date

April 7, 2023

**Note:** Applications will be accepted until 11:59 PM on the day prior to the Posting End Date above.

## Job End Date

Sept 29, 2024

## Job Summary

This position offers an exciting opportunity to apply best practices in planning, engagement and sustainability to help UBC's Campus Planning shape the Okanagan campus. Under the supervision of the Associate Director, Campus Planning, this position will work within an inter-disciplinary team on a variety of long- and short-range strategic plans including campus and precinct plans, as well as public realm, housing, transportation, wayfinding, and infrastructure plans and projects. This position will also be responsible for planning, reviewing, assessing and coordinating a diverse range of planning and development projects to be undertaken on the UBC Okanagan (UBCO) campus. As part of this work, this position will plan, procure and manage the work of a variety of consultancies on planning initiatives. This position will also work closely with UBC's Campus Planning and Sustainability Operations team and other UBC Okanagan staff as necessary to ensure capital projects and development for the Okanagan campus conform to the Campus Plan and other University policies and requirements, as well as compliance with government regulations and bylaws. This position will also have a variety of other planning policy, project and community assignments where required.

## Organizational Status

This position reports to the Associate Director, Campus Planning. The position supports a variety of working groups and advisory bodies. This position will maintain working relationships with UBC departments including Infrastructure Development, Campus Operations and Risk Management, Student Housing and Conference Services, Student Services, and other UBC departments and subsidiaries including the UBC Properties Trust. This position will also contribute to relevant planning policies of the City of Kelowna and other government authorities, as they pertain to UBC.

## Work Performed

- Conduct policy research studies; scope, develop and prepare reports with recommendations on various policies, programs and projects.
- Design planning programs to develop new land use plans and amendments as required in order to meet changing conditions.
- Develop and coordinate work programs to efficiently and effectively achieve planning program objectives. Develop terms of reference for specific projects. Manage consultants and administrative staff as required.
- Prepare reports on planning programs, planning processes, and draft plans for senior university committees and the Board of Governors.
- Provide direct day-to-day support related to long-term campus plan and guideline administration and implementation.
- Coordinate reviews of capital projects and external building signage through UBC's Campus Planning development approvals process. Participate in capital project 'working groups' to ensure capital project design conforms to the University's approved plans, policies and guidelines and ensure all necessary permits and approvals from other authorities are obtained.
- Support the pre-design process for capital projects, including site selection, infrastructure scoping, issue identification, and design brief development. Coordinate and manage feasibility and costing studies where required.
- Liaise and collaborate with a wide range of department and stakeholders, as necessary to advance planning and project objectives. Convene and facilitate project meetings,

workshops and consultation events, as needed.

- Organize and provide strategic management/coordination oversight on critical department data resources including demographics and GIS data.
- Perform other planning-related duties as required, including preparing/sourcing maps, diagrams, graphics or other presentation materials, overseeing updates to the Campus Planning webpages, and responding to requests for information.

#### Consequence of Error/Judgement

This position is responsible for planning activities related to the use and development of the UBC campus lands. This position will influence allocation of funding in certain areas within project budgets of several million dollars. Errors in work can cause problems of a financial, legal or political nature, which in turn result in cost and time delays during resolution.

#### Supervision Received

Works with a high degree of independence under the general direction of the Associate Director, Campus Planning.

#### Supervision Given

May supervise several resource people and manage several projects at one time. May manage the work of consultants. Will also coordinate efforts of department staff as required.

#### Minimum Qualifications

Undergraduate degree in a relevant discipline. Minimum of five years of related experience or the equivalent combination of education and experience.

#### Preferred Qualifications

Eligibility for membership in a professional Institute or Association. A Master's degree in Community and Regional Planning or Urban Planning is preferred. Experience is preferred in a local government setting, in community, development, and/or long-range planning with a land use and/or spatial focus. Familiarity with the Local Government Act, Agricultural Land Commission Act and Regulations, the University Act, and the City of Kelowna and Central Okanagan Regional District planning context is an asset. The position demands a high degree of versatility, interpersonal, organizational and analytical skills. Candidate should have supervisory ability, a high degree of judgement and initiative as well as skills necessary for handling confidential information. Demonstrated experience in project management, program planning, technical analysis, process facilitation, communication, and fluency in progressive planning concepts is required. The position requires a strong ability to communicate clearly and concisely verbally (including in presentations) and in written and digital graphic formats, including the ability to clearly articulate complex information to a variety of internal and external stakeholders. Must be able to write technical reports and have a comprehensive understanding of BC planning legislation and other responsibilities affecting UBC. The ability to listen, learn, help and lead staff and stakeholders towards a common goal is essential. Ability to prioritize and work effectively under pressure to meet deadlines is critical. Preferred computer skills include standard office software, plus GIS skills, In-Design, Illustrator, AutoCAD, Sketch-up and other planning and design related software.

<b>Worker Sub-Type</b>	Term (Fixed Term)
<b>Location</b>	Office Modular Building (OMB)
<b>Time Type</b>	Full time
<b>Locations</b>	
<b>Supervisory Organization</b>	UBCO   Campus Planning   Office of Campus Planning (Abigail Riley)