



Competition #23/153
Internal/External Posting
Closing date: July 6, 2023

Assistant Director, Development Services (Regular Full Time)
Sustainable Planning and Community Development Department

Victoria is a leading-edge capital city that embraces the future and builds on the past, where human well-being and the environment are priorities and where the community feels valued, heard and understood.

The City of Victoria is seeking an experienced and visionary professional to join our team as Assistant Director, Development Services. This is a unique opportunity to play a key role in shaping the future of our vibrant city and leading a dedicated team responsible for guiding the development and growth of Victoria.

As the Assistant Director of Development Services, you will lead a team of up to 20 skilled professionals and work collaboratively with other city departments, stakeholders, and the community to shape and implement the City's development plans and policies – fostering collaboration will be key to success in this role. You will also bring effective leadership skills including the ability to inspire, motivate, coach and mentor a large and diverse team of professional and technical staff.

Position Summary:

Under the general direction of the Director, Sustainable Planning and Community Development, the Assistant Director Development Services leads and manages the activities of the Development Services Division which has responsibility for the land use functions of the city. This position participates in the department's management team to support strategic and operational planning and reporting.

Major Accountabilities:

Develop and manage the provision of planning and development programs including:

- Reviewing and overseeing the development application process, and regulatory and zoning improvements, to ensure quality and responsive service to applicants.
- Leading interdepartmental change management initiatives, including implementation and ongoing monitoring to ensure high quality service delivery.
- Developing and updating program budgets and annual divisional work programs.
- Implementing regulations, policies and processes designed to enhance the quality of Victoria's urban environment while modernizing the regulatory framework to align with corporate goals related to climate action, housing, and economic development.

Manage the delivery of planning and development services including:

- Overseeing development approvals where there is delegated authority.
- Providing professional advice and preparing reports and recommendations regarding development applications, regulatory changes, and revised policies and procedures, and presenting to senior management and Council.
- Ensuring compliance with Council direction for assessing development applications.
- Providing a coordinated process for review of applications by City Committees including the Advisory Design Panel, the Heritage Advisory Panel and the Board of Variance.

- Working and negotiating with building owners, consultants, contractors, and developers to resolve issues on complex or challenging development proposals and agreements.

Represent the Development Services Division by building strong working relationships through collaboration with City departments, other organizations, government agencies and the public including:

- Responding to and advising the Director, City Manager, and Council on development matters.
- Collaborating with departments on business process changes.
- Participating in Council Committee and Council meetings, including public hearings.
- Engaging with the public and stakeholders, including the development industry, landowners, and community groups, on process improvements, land use and urban design issues.
- Working with provincial government staff on legislative changes and approvals.
- Responding to public requests and complaints.

People Management:

- Manage a team of subject matter experts including Planners, Planning Technicians, Secretaries, and Manager(s), providing support in recruiting, selecting, developing, mentoring, and assessing staff, setting staff objectives and priorities through the annual work plan development, and delegating and assigning work.
- Manage employee conduct, performance, and attendance, responding to grievances, and creating a safe, positive work environment.
- Overseeing consultant selection and management.
- Foster a positive departmental culture of continuous improvement, service orientation and process-based methodologies.

Perform other related activities.

Qualifications:

- Master's degree in urban planning or related field.
- Membership or eligible for membership in the Canadian Institute of Planners.
- Eight (8) years of progressively responsible management experience, preferably in a municipal urban planning and development setting.
- Proven track record in the leadership, management, and development of large and diverse groups of professionals, preferably within a unionized environment.

Work schedule: Monday - Friday, 35 hour work week

Pay band 8, \$143,024.18 – \$168,263.08

Job Code #3076

This is an Exempt position

To apply for this opportunity you will need to create an online profile or log back in to our career portal at www.victoria.ca/jobs - only online submission will be considered. All applications must be submitted online by 4:30 pm on the closing date noted on the posting. Please be prepared to provide proof of qualifications and supporting materials as outlined in your resume.

At the City of Victoria, we are committed to recruiting a diverse workforce that represents the community we serve. Indigenous applicants, people of colour, all genders, LGBT2Q+ and persons with disabilities are encouraged to apply. Accommodations will be provided upon request during the selection process.

If you require assistance, please email us at careers@victoria.ca.