

The Corporation of the District of Oak Bay

Job Description



Job Title:	SENIOR PLANNER – HOUSING POLICY, INITIATIVES AND CLIMATE CHANGE	JEPE Number:	#1130
Department:	Community Building and Planning Services	Pay Grade:	
Area:	Planning	Position Status:	Regular – Full Time
Location:	Municipal Hall	Position Type:	Union
Supervisor:	Deputy Director of Community Building and Planning Services	Last Updated:	June 2023

Job Purpose:

Under the direction of the Deputy Director of Community Building and Planning Services, the Senior Planner is a generalist who will focus on the development, facilitation of and implementation of several key Council Priority Projects including infill housing, village area planning and responding to regulatory changes at the provincial level. In addition, the position will coordinate municipal climate action priorities to advance the District's response to climate change through policy development and implementation.

The employee must use considerable initiative and judgement in carrying out the required tasks within this program. This is an advanced planning position that requires a sound understanding of planning policy, community planning, housing policy, climate change and sustainability issues, political acumen, and requires innovative thinking on complex policy issues, specifically planning policy, including housing, community planning, sustainability and climate change.

Duties and Responsibilities:

- Responsible for strategic planning policy development with an emphasis on housing, community planning, sustainability and climate change.
- Leading and managing the planning and execution of key planning policy, sustainability and climate change projects and initiatives.
- Developing strategies and new initiatives, as well as preparing and updating policy documents.
- Conducting data analysis and policy review related to matters such as population and employment projections, housing, employment and climate policy initiatives.
- Developing, administering, and coordinating policy on various planning issues, including those related to land use planning, sustainability and climate change related matters.
- Leading and participating in project related meetings and committees.
- Planning and executing public consultation and engagement processes related to long- range policy planning, climate change and complex land-use issues and policy development.
- Facilitating meetings, workshops, and outreach and engagement activities.
- Researching and analyzing data, and preparing comprehensive reports, documentation, correspondence, and other materials related to the work.
- Managing request for proposals processes, managing contracts and consultants
- Preparing and/or delivering presentations on complex and potentially politically sensitive topics.
- Liaising with various departments and teams, as well as external agencies and responding to enquiries.
- Developing communications materials, including content for the District's website and social media accounts.

<ul style="list-style-type: none"> • Building partnerships with key partners and agencies and submitting grant applications. • Representing the District on various committees and projects as needed. • Coaching and mentoring of staff working on projects in performing their duties; and • Performing related duties as required including the management of development applications as needed.
Required Knowledge, Abilities & Skills:
<ul style="list-style-type: none"> • Considerable knowledge of the theory and practice of housing policy, land use planning, zoning regulation, sustainability and climate change, in a municipal context. • Extensive knowledge of the principles and practices of urban planning and sustainability, including planning law and land use regulation. • Well versed in provincial regulatory processes related to land use and development. • Exceptional ability to manage complex and sensitive policy projects. • Ability to investigate and collect data on social, economic and physical issues and to discuss and develop policy. • Ability to establish and maintain effective working relationships with other employees, elected officials, key partners, stakeholders and the public. • Knowledge of administrative procedures within local government and of by-laws and policies related to planning. • An ability to manage multiple projects and deadlines concurrently.
Qualifications:
<ul style="list-style-type: none"> • University degree from a recognized institution in Land Use Planning or a similar field (urban planning, geography, environmental science). • A minimum of six (6) years of related planning experience, or • An equivalent combination of education and experience may be considered.
Required Licenses, Certifications and Registrations
<ul style="list-style-type: none"> • Certified member (RPP) or eligibility for membership with the Canadian Institute of Planners and Planning Institute of British Columbia.