

Manager of Policy & Research

Planning Institute of British Columbia (PIBC)
Vancouver, BC, Canada

You're a results-driven policy and research professional. You understand the care, effort, and organization that it takes to manage key research, analysis, communications and program delivery.

Now, you're looking to take your talents to an organization where you can take the next path in your career and work both collaboratively and with independence and entrepreneurship within your role, and we have just the opportunity for you.

We're the Planning Institute of British Columbia (PIBC), a member-based professional organization and non-profit association providing certification and regulatory functions for planners in BC and Yukon. Our members include city, community, and land-use planners, regional planners, and many other areas of specialization and related roles within planning. We provide a range of services such as professional development events, webinars, conferences, publications (magazine, newsletter, etc.), networking events, award/recognition programs, planning student support, and more. Additionally, the Institute aims to undertake key planning related policy, research, outreach, and issues advocacy work, and related program development and implementation in support of its role and strategic objectives.

We're looking for a new full time Manager of Policy & Research to support, enhance, and build our key strategic policy work, research activities, outreach, public affairs, and related key program development and delivery.

Manager of Policy & Research

Your goal in this new full-time position is to ensure the efficient, and effective development and functioning of our planning related policy and issues work, research, outreach, public affairs and the development and delivery of related key programs, activities, and strategic initiatives. You'll collaborate with internal teams including staff, key committees, volunteers, key external organizations and individuals, communications, internal and external stakeholders, and other volunteers etc. to support and deliver on our policy, research, programs and related objectives.

In addition to liaising and working directly with internal teams, external stakeholders, organizations, and individuals, you'll also undertake work independently, lead and manage relevant program development and delivery, and provide support to key internal committees as part of this role.

Acting as the Institute's key front-line policy, research, outreach, and advocacy professional, you will:

- Undertake, coordinate, and support the development, implementation and monitoring of key strategic projects, initiatives, and activities of the Institute including, but not limited to coordinating and helping lead the Institute's development and implementation of a Provincially funded 'Peer Learning Network' aimed at enhancing learning, knowledge sharing, and best practices for planners and other professionals.
- Coordinate and help lead the preparation of proposals and/or applications to secure appropriate, relevant external funding for key strategic projects, initiatives, and activities of the Institute.
- Act as the primary internal researcher and analyst for the Institute on key planning issues and advocacy related topics, including but not limited to: climate action, justice equity diversity decolonization and inclusion, government legislation, regulations, and current public policy.
- Monitor, scan and provide analysis of relevant external academic and other research sources, policy developments, initiatives, and key trends with planning issue and policy

areas, as well as of relevant public legislation and policy developments, initiatives, and key trends.

- Prepare and write related reports, briefing notes, communications, and other materials and deliver related presentations for both internal and external audiences.
- Advise senior Institute leadership (including the Executive Director, Board, and applicable Institute committees) with relevant strategic issues, advocacy, and policy advice and/or recommendations,
- Undertake, coordinate, and support outreach and relationship-building with key relevant stakeholders, external organizations, agencies, and representatives in support of the Institute's strategic objectives, advocacy, issues and policy work – in particular with: Local, Provincial & other Government bodies, other professional organizations, research institutions and non-governmental organizations.
- Coordinate setting up and organizing appropriate meetings and engagements between Institute leadership and volunteers and key external organizations, agencies, and representatives.
- Provide primary strategic and administrative support to key Institute committees as required and assigned, including but not limited to the Institute's Policy & Public Affairs Committee and Climate Action Sub-Committee.
- Maintain and administer applicable files, data, materials, tools, templates, and information related to the Institute's policy and research, issues advocacy, and related program delivery activities.

You'll be a great fit for this role if you are:

- An excellent policy and issues person – you have a keen, informed sense of the realm and work of planning, and the many key ongoing and emerging issue areas, policies, and topic areas that intersect with and relate to the work of planners in diverse communities, regions and roles across British Columbia and Yukon; you have experience and skill with reading, understanding and communicating policy.
- An excellent researcher – you have the experience, keen skills, and aptitude to undertake research, information gathering, distillation, analysis, and summarization of a range of diverse information in various planning related issue and policy areas.
- An excellent communicator – you can distill and communicate sometimes complex and diverse information, you always get your message across clearly and effectively, and you love engaging and collaborating with a variety of people.
- An organized task and project manager – you know how to plan and multitask effectively to handle competing priorities and you have the experience and skills to effectively take a project or initiative from planning and development to successful implementation.
- A people person – you love working in a role where you can put your excellent interpersonal skills to use, and you're excited to work with a small team and a range of other collaborators.
- A professional – you're comfortable representing an organization and you know the importance of having tact and diplomacy when engaging with others.

Working with the PIBC

This is a new full-time position currently offered for a term of up to three years, with the strong possibility of extension. The role provides the flexible opportunity to work remotely as well as onsite from our office in the historic Marine Building in downtown Vancouver (an iconic landmark) in accordance with the Institute's remote work policies and practices, and as may be arranged with the successful applicant. The hours of work are flexible, but normal work hours are Monday-Friday 9:00am-5:00pm, with flexibility for occasional local travel, and/or evening/weekend work for specific projects, initiatives, and events.

The Institute is open to either a full-time regular employee role, or contract role for this new position, depending on the preference and circumstances of, and discussions with, the successful qualified applicant.

You'll enjoy a competitive annual salary commensurate with skills and experience (see anticipated compensation range below) and a comprehensive employee benefits package – which includes extended health and dental coverage, life insurance and disability coverage, access to employee assistance benefits, as well as a monthly transit pass reimbursement benefit, paid vacation time, winter holiday office closure, professional development/training, and regular staff social or team-building activities.

Our team is small, collegial, cohesive, and we enjoy supporting one another in personal and professional development. We enjoy collaborating while also enjoying the autonomy and freedom within our roles and know that we're all empowered to advance applicable change within the organization. We enjoy working in a forward-thinking organization. We enjoy that no day is ever quite the same. If the role and fit seems right, we hope you will join us!

Qualifications

- Experience in a planning and/or planning related role, in particular one involving research and policy work.
- Experience with and understanding of planning policy, legislation, issues, regulation, and relevant planning topic areas.
- Strong research, analysis, writing, and communication skills and experience, including the ability to undertake research and analysis, draft reports, materials, and presentations.
- Strong interpersonal communication skills and experience, including public speaking, presentations, and meetings.
- Good people skills and the ability to work effectively, professionally, and successfully with diverse internal and external people and organizations and the ability to operate with tact and diplomacy.
- Strong proficiency with Microsoft Office Suite (e.g., Word, Excel, Outlook, PowerPoint, MS Teams, etc.) and comfortability in a Mac/Apple environment with a strong technical aptitude.
- Post-secondary education and qualification in planning or a relevant, related discipline.

Compensation

In addition to a range of comprehensive benefits as outlined, the anticipated starting annual salary/compensation range for this role is: \$60,000 - \$70,000 per year.

How to Apply

If this new role seems like the right opportunity for you, please submit your detailed resume and cover letter outlining your skills and experience and how you are the right fit for this role by email to: Executive Director Dave Crossley at: dave.crossley@pibc.bc.ca

We strive to build a team that reflects the diversity of the community we work in and encourage applications from traditionally underrepresented and equity deserving groups such as women, visible minorities, Indigenous peoples, people identifying as LGBTQ2SI, veterans, and people with disabilities.

As this opening is immediate, we encourage all applicants to submit their completed applications as soon as possible. Deadline for applications: **4:00 pm (Pacific) Wednesday November 29, 2023.**

We thank all applicants for taking the time to apply. We will acknowledge and review all applications received, however only those selected for an interview will be contacted further. No phone calls please. Thank you for your interest!