

RDCO Job Description



Position Title:	Senior Planner	Division:	Development & Engineering Services
Reports To:	Manager, Regional Planning	Date:	November 28, 2023

Job Purpose:

Under the direction of the Manager, Regional Planning, the Senior Planner undertakes complex professional planning projects and initiatives relating to the Regional Growth Strategy, Official Community Plans, Zoning Bylaws, Development Applications Procedures Bylaws, Rural Land Use Bylaws, and other related planning policies, projects, and land use applications.

Principal Accountabilities:

1. Long Range Planning:
 - Coordinate and lead long range planning projects, including the development of community plans, policies, and bylaws for land use matters of complex nature and significant scope and magnitude.
 - Under the direction of the Manager, Regional Planning, update and maintain planning policy, community plans, Regional Growth Strategy, and bylaws, while providing guidance to staff on these projects.
 - Oversee contracts for regional planning projects with consultants and ensure they proceed in a timely manner, on budget, and according to Board policies.
2. Current Planning:
 - Review and assess complex land use planning applications such as OCP and Zoning Bylaw amendments, development permits, and agency referrals in accordance with RDCO regulations and policies, and Provincial and Federal legislation.
 - Ensure applicants are in compliance with planning legislation.
 - Provide recommendations in the development of planning policy, community plans, and regulatory bylaws via regular updates to the Rural Land Use Bylaw, Zoning Bylaw, and Development Applications Procedures Bylaw.
3. General Responsibilities:
 - Prepare and present staff reports and applications to the Regional Board, committees, community groups, and the public.
 - Conduct research and provide technical and professional expertise to developers, the public, and the Regional Board.

Reporting Relationships:

Direct Reports: None

Budget: None

Knowledge, Skills & Experience:

Training and Experience Required:

- Degree in Planning or related field, or equivalent combination of education or experience.
- Minimum of 5 years' experience in a planning capacity, preferably with a Regional District.
- Membership, or eligibility for membership, in the Canadian Institute of Planners.
- Valid BC Drivers Licence.

Knowledge, Skills and Abilities Required:

- Thorough working knowledge of planning principles and experience in the Local Government Act as well as pertinent provincial and federal legislation.
- Excellent written and verbal communication skills and presentation skills.
- Exceptional organizational, analytical, problem solving, and time management skills.
- Ability to take initiative and work independently as well as within a team.
- Assemble, analyze, and interpret statistical, demographic, environmental, and other relevant data for planning purposes.
- Excellent conflict resolution and negotiation skills.
- Advanced skills in MS office and ArcGIS.

Working Conditions:

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| <ul style="list-style-type: none">• Prepare, present, and act as staff liaison at committee meetings.• Facilitate or assist in the facilitation of public consultation to address development and land use issues.• Guide, mentor, and coordinate junior planning personnel, summer students, and relief employees and assist with onboarding for planning personnel (as required). <p>4. Other duties as assigned.</p> | <ul style="list-style-type: none">▪ Physical Effort: Some hiking and carrying light equipment required when doing site inspections.▪ Physical Environment: Office environment with occasional field work.▪ Mental Stress: Work is constantly scrutinized by the public, media, and developers. Multiple priorities with tight deadlines.• Sensory Attention: Sustained concentration levels. Tact and discretion. Assessment of large quantities of information. |
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