



BUILD A CITY. BUILD A FUTURE.



Development Planning Manager

As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation.

*City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey*

SCOPE

The Development Planning Manager requires considerable experience and expertise in City planning in the municipal sector. Reporting to the Chief Development Approvals Officer of the Development Planning Division, this position involves managing professional Planning staff through the review and processing of land development applications that is expeditious yet comprehensive and will be involved with the review and editing of Planning Reports for consideration by City Council.

This role involves attending and supporting Council meetings on behalf of the Development Planning Division, and will be responsible for providing key direction and guidance to staff, developers and consultants. The ideal candidate will be a self-starter, promotes innovation, inclusivity, transparency, is motivating, cooperative and service-oriented, with strong ethics and values.

EMPLOYMENT STATUS

Exempt – Regular Full-Time

RESPONSIBILITIES

As the Development Planning Manager, you will:

- Supervise a team of professional and technical planning staff dealing with a heavy workload of land development applications and experiencing considerable pressures.
- Provide technical and strategic direction and guidance to staff, developers and consultants.
- Communicate extremely well, both orally and in writing.
- Attend Council meetings and participate as needed.
- Review and edit all Planning Reports to Council, regarding land development applications, as well as other Planning documents (i.e. CD By-laws, Preliminary Layout Approval letters, memos to Council etc.).
- Participate in preparing the Division's work program.
- Assist in the recruiting and hiring of staff.
- Support the ongoing growth and development of staff through Personal Development Plans (PDP's).
- Ensure consistency and sound judgement in decision-making and efficiency in processes and when necessary, take action that moves issues to closure.
- Delegate effectively and ensure individual and team accountability.
- Demonstrate proficiency in public relations techniques and conflict resolution.
- Establish and maintain effective working relationships with all stakeholders including staff, the development community, community groups and the public.

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QUALIFICATIONS

As the successful candidate, you will:

- Hold a Bachelor's Degree in Planning or related discipline, however, a Master's Degree in Planning is preferred.
- Be a member or fulfill the requirements for membership with the Canadian Institute of Planners.
- Have comprehensive knowledge of pertinent legislation and City bylaws and policies.
- Have a minimum of ten years' experience in the planning profession, preferably in the municipal government sector, with demonstrated leadership experience.

OTHER INFORMATION

- Successful applicants must provide proof of qualifications
- M5 - \$153,486 - \$180,572

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