

MANAGER, PLANNING
(Full Time)

The Municipality of North Cowichan (population 30,000) is located in the beautiful Cowichan Valley on Southern Vancouver Island, between Nanaimo and Victoria. Our communities of Chemainus, Crofton, Maple Bay, and the South End including University Village, are home to a multitude of artistic, cultural and outdoor recreational activities. The Municipality provides a stable and varied work environment, competitive pay and benefits.

We are inviting applications from candidates with the proven skills, qualifications and abilities for the position of Manager, Planning. If you are self-motivated and looking to take on a new challenge where you can make a difference, enjoy both responsibility and accountability, and are ready to join one of British Columbia's most inclusive and environmentally conscious municipalities, we look forward to receiving your application.

We are seeking a professional planning generalist with the experience and skills to successfully complete a variety of land use and community planning assignments. Reporting to the Director, Planning and Building, the Manager, Planning is a key member of the leadership team who will participate in planning, organizing, coordinating and managing the daily operation of the Municipality's Planning Department. Initial duties will be focused on leading planning projects identified as strategic priorities of Council, as well as advancing North Cowichan's land use and planning program. The position will also assist with administration of the Department and providing support and coverage for the Director and other staff.


The successful candidate for this position possesses an open, team-oriented leadership style and welcomes the challenge of seeking continuous improvements in organizational efficiency. Demonstrated abilities in project management and familiarity with the principles and practices of community planning, urban design, environmental planning, social planning, land economics and community consultation are expected. An ability to develop and maintain positive relationships with the public, key community partners, industry stakeholders and internal departments is also necessary.

You bring an accredited degree in urban planning or environmental planning, preferably at the graduate level, or an equivalent combination of skills and qualifications with a related undergraduate degree, supplemented by a minimum of seven years of progressively responsible planning and leadership experience. This position requires the successful candidate to have excellent business writing skills and a thorough knowledge of municipal legislation, regulations, policies and procedures.

Membership or eligibility for membership in PIBC and/or the Canadian Institute of Planners is required. You will also possess and maintain a valid Class 5 B.C. Driver's License. A satisfactory current driver's abstract will be required.

If your experience and education have prepared you for success in this position, and you are committed to working in a manner that supports a respectful, healthy and safe environment, we invite you to apply. Please submit a cover letter and resume by the application deadline for consideration. We are open to considering partial remote work arrangements for well-qualified candidates.

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A competitive salary and comprehensive benefit package is offered. This position is excluded from union membership.

Candidates being considered will be required to undergo a comprehensive evaluation of skills, qualifications and abilities.

To Apply:

Visit the Municipality of North Cowichan Career Portal at www.northcowichan.ca/jobs to apply for this position.

Please note that all candidates must apply via the Career Portal; we do not accept resumes via email or hard copy.

Application Deadline:

4:30 p.m. Tuesday, February 2, 2021

