



## CITY OF COLWOOD JOB POSTING

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<b>POSTING ID #:</b>	<b>COC20230105_PLAN2</b>
<b>POSITION TITLE:</b>	PLANNER II; CLIMATE ACTION AND GRANT ADMINISTRATION
<b>DEPARTMENT:</b>	COMMUNITY PLANNING
<b>POSITION TYPE:</b>	FULL-TIME REGULAR UNION POSITION
<b>POSTING TYPE:</b>	INTERNAL/EXTERNAL
<b>SALARY:</b>	Pay Grade #16 \$47.31/hr (2023 rate)
<b>HOURS OF WORK:</b>	35 hours per week, Monday – Friday between the hours of 8am – 5pm
<b>BENEFITS:</b>	Benefits per the terms of the Collective Agreement for Regular Employees

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*Do you thrive in a fast-paced environment where you are able to work on a variety of projects that help to develop and build a strong community? The City of Colwood is a spectacular seaside community set apart by its outstanding natural setting and exceptional quality of life. Located 25 minutes from downtown Victoria on the Westshore with nearly 19,000 residents, the City of Colwood is a great place to work, live, and play.*

The City of Colwood has an opportunity for a **FULL-TIME REGULAR PLANNER II; CLIMATE ACTION AND GRANT ADMINISTRATION** in the **Community Planning Department**. This is a UNION position with CUPE, local 374.

### **NATURE AND SCOPE OF WORK**

Reporting to the Director of Community Planning, the Planner II is responsible for the coordination of policy development and implementation of activities to address various Official Community Plan priorities including climate change mitigation and adaptation, sustainability, and enhancement of the social well-being of the City. This position will oversee projects involving climate action land use policies and planning, green building research and implementation, and corporate sustainability initiatives. This position is also responsible for grant administration including surveillance for new grant opportunities, making grant applications, and assisting with post-award requirements. The Planner II works collaboratively across City departments, with other levels of government, First Nations, community-based organizations, social agencies, businesses, and residents. The Planner may also be called upon to support Development Services operations by assisting with land use planning and development processes.

### **MINIMUM TRAINING AND EXPERIENCE REQUIRED**

- Completion of Post-secondary college/university degree in Planning, Geography, Environmental Science, Resource Management, or other related degree program.
- Five (5) years experience in program development and implementation preferably within local government.
- Training and/or experience in land use planning work preferably within local government.
- Experience in grant administration and project management within a local government, or equivalent relevant training and/or experience.
- Eligibility for Membership with the Canadian Institute of Planners and Planning Institute of British Columbia is considered an asset.
- Post-secondary training in project management, climate change mitigation and adaptation is considered an asset.

***A complete job description is available at [www.colwood.ca/careers](http://www.colwood.ca/careers) (Under Review)***



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Using the subject line **POSTING ID# COC20230105\_PLAN2**, please submit your resume and cover letter, in confidence, to **Iain Bourhill, Director of Community Planning** at [careers@colwood.ca](mailto:careers@colwood.ca).

Applications will be accepted until 4:30pm on Monday, January 23, 2023.