



CITY OF COLWOOD

JOB DESCRIPTION

TITLE: SENIOR COMMUNITY PLANNER

DEPARTMENT: COMMUNITY PLANNING

POSITION TYPE: FULL-TIME PERMANENT UNION POSITION

PAY GRADE: PAY GRADE 19

LAST UPDATED: May 2023 (under review)

NATURE AND SCOPE OF WORK

Reporting to the Director of Community Planning this a senior professional role for an experienced planner involving a high degree of independence and requiring advanced planning experience of significant complexity and variety. The Senior Community Planner will use sound independent judgement and creativity to help the City achieve its long-term goals and make operational decisions in the absence of the Director of Community Planning. The Senior Planner role in Community Planning is primarily dedicated to the creation of new City plans and policies. It also includes liaising with the Development Services and Engineering Teams to support their management of development applications and capital projects.

This position requires a significant level of strategic thinking and the ability to consistently make sound judgements on decisions that may have significant consequence for the City of Colwood and larger community. The Senior Community Planner is expected to advise Council at times and is responsible for assisting the Director with corporate functions and oversight of the Community Planning Department. The Senior Community Planner will be responsible for managing projects and programs associated with the following principal functions of the Community Planning Department:

- Long Range Planning and Policy
- Heritage Planning
- Arts, Culture, and Recreation
- Environmental Sustainability
- Economic Development

TYPICAL DUTIES AND RESPONSIBILITIES

- Supports Director with the Official Community Plan (OCP) update process from project initiation to steering committee liaison, land use strategy development, policy preparation, public participation, consulting with external agencies and stakeholders, and preparing completed drafts for Council and its committees.
- Supports Director with comprehensive land use planning, subdivision, OCP, zoning and policy reviews and the preparation of reports for consideration and approval by senior management or Council.

- Supports Director with the development and implementation of area and neighborhood plans, and a wide range of long-range plans including zoning bylaw updates and other land use plans.
- Prepares and delivers presentations to senior management, Council, City committees, community groups and the general public on planning issues, initiatives and projects.
- Undertakes research projects and analysis and prepares comprehensive planning reports for submission to senior management and Council.
- Conducts and facilitates public consultation meetings and workshops using a variety of forums and methods.
- Attends and represents the Community Planning Department at Council, Public Hearings, advisory committees, community planning meetings and events as directed.
- Responds to public enquiries; consults with and provides technical planning advice and recommendations to other departments, the general public, and external organizations and agencies.
- Works collaboratively with the Development Services Department and other City departments, community stakeholders, local governments, agencies, consultants, contractors, developers, and the public to achieve community planning related objectives.
- Must establish and maintain effective working relationships with municipal officials and City employees, and to meet with and successfully serve the public on an ongoing basis.
- Provides leadership to and some functional supervision of other Community Planning staff through coaching, coordinating work assignments and providing guidance on day-to-day procedural and operational matters.
- Performs other duties as required.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

- A university degree (Master's is preferred) from a recognized institution in a related field (urban planning, geography, environmental science, architecture, engineering).
- Minimum 7 years of professional experience in a local government setting in British Columbia. An equivalent combination of education and experience may be considered.
- Certified Member (RPP) is preferred or eligibility for membership with the Canadian Institute of Planners and Planning Institute of British Columbia.
- Registered Professional Planner designation and membership in the Planning Institute of British Columbia or equivalent.
- A valid Class 5 BC Driver's License is an asset.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of the Community Charter and the Local Government Act as they relate to Community Planning.
- Drafting and applying policies, bylaws, regulations, agreements, and procedures applicable to community planning.
- Be knowledgeable and up to date with respect to planning techniques, legislation, and case law.
- Ability to organize and positively mentor and support the work of colleagues and consultants.
- Considerable knowledge and experience in community planning including social planning.
- Knowledge and experience in all the following areas is an asset:
 - Long Range Planning and Policy
 - Heritage Planning
 - Arts, Culture and Recreation
 - Environmental Sustainability
 - Economic Development
- Knowledge of research and data collection methodologies.
- High attention to detail with strong written and oral communication skills, report writing, public relations skills, and practical problem-solving ability.
- The ability to exercise courtesy, tact, and diplomacy in the exchange of information with internal team members and external contacts.
- Ability to work effectively, efficiently, and economically with minimal supervision.
- The ability to perform well under pressure while dealing with contentious matters.
- Demonstrate understanding and application of the following competencies:
 - Adaptability: Willingness to be flexible in a changing environment.
 - Relationship Building: Establishes and maintains respectful and cooperative working relationships.
 - Effective Communication: Communicates effectively with others.
 - Problem Solving: Recognizes and acts to resolve problems.
 - Organization: Organizes the work so that others will understand it and will be able to achieve the City's goals.
 - Collaboration: Uses a consultative approach to initiate and foster a spirit of cooperation to achieve corporate goals.
 - Customer Focus: Provides excellent service to both internal and external customers.