



Job Posting

Job ID: 27478
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Facilities Management
Classification Title: Facilities Management, Level E
Business Title: Community Planner
VP/Faculty: VP External Relations
Department: C+CP Planning & Design
Salary Range: \$72,811.00 (minimum) - \$91,015.00 (midpoint) - \$113,768.00 (maximum)
Full/Part Time: Full-Time
Desired Start Date: 09/25/2017
Job End Date: 10/01/2018
Funding Type: Budget Funded
Other: Leave Replacement
Closing Date: 09/14/2017 **Available Openings:** 1

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Guiding principle: "Midpoint" of the hiring salary range means the individual possesses full job knowledge, qualifications and experience.

This position will be for an approximately one-year period from September 2017 - October 2018.

Job Summary

Consistently ranked one of BC's Top Employers UBC has also been ranked as one of Canada's Greenest Employers for the sixth consecutive year. Within this context, Campus + Community Planning is a committed group of urban planners, designers, engineers, public consultation professionals, building inspectors and sustainability experts dedicated to creating a vibrant, sustainable, live-work-learn community at UBC.

This position offers an exciting opportunity to apply best practices in planning, engagement and sustainability to help UBC's Campus + Community Planning shape the Vancouver campus. The Community Planner will work within an inter-disciplinary team on a variety of University long- and short-range, strategic, land use, housing, community plans and projects. The Community Planner will also have a variety of other planning policy and community consultation assignments where required.

Organizational Status

This position reports to the Associate Director, Community Planning, within the Planning + Design division of Campus + Community Planning. The position supports a variety of working groups and advisory bodies. The Community Planner will maintain working relationships with UBC departments including, Infrastructure Development, Building Operations, Student Housing & Hospitality Services, and other UBC departments and subsidiaries including the UBC Properties Trust. The Community Planner will also contribute to relevant planning policies of Metro Vancouver the City of Vancouver and other government authorities, as they pertain to UBC.

Work Performed

- 1) Conduct policy research studies, develop and prepare reports with recommendations on various policies, programs and projects.
- 2) Design planning programs to develop new land use plans and amendments as required in order to meet changing conditions.
- 3) Develop and coordinate work programs to efficiently and effectively achieve planning program objectives. Develop terms of reference for specific projects. Supervise consultants and administrative staff where requested.
- 4) Prepare reports on planning programs, planning processes and draft plans for senior university committees and the Board of Governors.
- 5) Provide direct day-to-day support related to long-term land use plan, campus plan and neighbourhood plan administration, and carry out neighbourhood and campus plan monitoring and implementation.
- 6) Liaise and collaborate with a wide range of departments and stakeholders, as necessary to advance planning and project objectives.
- 7) Organize and provide strategic management/coordination oversight on critical department data resources including demographics, housing, and GIS data.
- 8) Perform other planning-related duties as required.

Supervision Received

Works with a high degree of independence under the general direction of the Associate Director, Community Planning.

Supervision Given

May supervise several resource people and coordinate several issues at any one time. May manage the work of consultants. Will also coordinate efforts of department staff as required.

Consequence of Error/Judgement

The Community Planner is responsible for planning activities related to the use and development of the UBC campus lands. The incumbent will influence allocation of funding in certain areas within project budgets of several million dollars. Errors in this work can cause problems of a financial, legal or political nature, which in turn result in cost and time delays during resolution.

Qualifications

Undergraduate degree in a relevant discipline. Eligibility for membership in a professional Institute or Association. A Master's degree in Community and Regional Planning or Urban Planning is preferred. Membership or eligibility for membership in the Canadian Institute of Planners. Minimum of six years experience or the equivalent combination of education and experience. Experience is preferred in a local government setting, in community and / or long-range planning with a land use and / or spatial focus. Familiarity with the Local Government Act, the University Act, the Metro Vancouver planning context is an asset. The position demands a high degree of versatility, interpersonal, organizational and analytical skills. Candidate should have supervisory ability, a high degree of judgement and initiative as well as skills necessary for handling confidential information. Demonstrated experience in project management, program planning, technical analysis, process facilitation, communication, and fluency in progressive planning concepts is required. The position requires a strong ability to communicate clearly and concisely verbally (including in presentations) and in written and digital graphic formats, including the ability to clearly articulate complex information to a variety of internal and external stakeholders. Must be able to write technical reports and have a comprehensive understanding of BC planning legislation and other responsibilities affecting UBC. The ability to listen, learn, help and lead staff and stakeholders towards a common goal is essential. Ability to prioritize and work effectively under pressure to meet deadlines is critical. Preferred computer skills include standard office software, plus GIS skills, In-Design, Illustrator, AutoCAD, Sketch-up and other

planning and design related software.

Equity and diversity are essential to academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority.

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