

ESQUIMALT POSITION DESCRIPTION**EFFECTIVE:** AUGUST 2009**POSITION NUMBER:** 836**UPDATED:** FEBRUARY 2018

Position Title:	Planner 2 - Policy
Department/Division/Section:	Development Services

POSITION FUNCTION

Reporting to the Director of Development Services, the Planner 2 – Policy develops, implements, and monitors corporate and community development initiatives related to the environment, the economy, and social development at the neighbourhood and community levels. In addition, this position may be required to process a variety of planning applications and develop appropriate recommendations for Council.

KEY DUTIES

- Identify and analyze opportunities for furthering the goals and objectives of the Corporation in respect to planning and community development.
- Respond to enquiries from the public, outside agencies, and other departments by providing information related to zoning bylaws, planning regulations, land use, and design guidelines.
- Collaborate with municipal staff to ensure the effective implementation of intra-departmental and corporate community development goals and initiatives.
- Develop policy options for review by senior management and Council related to achieving the planning and community development goals and objectives of the Corporation.
- Where feasible, collaborate and develop partnerships with neighbouring local governments, non-governmental organizations, community associations, residents and industry stakeholders to take advantage of potential synergies that emerge to further the Corporation's goals and objectives in respect to community development.
- Develop and maintain community development indicators and report systems.
- Prepare and present reports providing advice on a variety of community development issues and initiatives to Council and committees.
- Facilitate and participate in corporate-level community development initiatives by providing leadership, technical assistance, and advice to departmental staff and Council.
- Identify external funding opportunities and assess their relevance to corporate goals and objectives.
- Prepare grant applications to external funding sources that provide programming opportunities that align with corporate goals and objectives.
- Be held accountable for the management of grant funding including ensuring that all expenditures comply with the conditions of the grant.
- Develop and manage contracts with external agencies/contractors related to various community development initiatives to ensure that the integrity of the contract is upheld.
- Provide policy and technical support to senior management and Council on issues related to building relationships with First Nations partners.
- Provide primary support for the implementation of programs and projects identified in the Economic Development Strategy.
- Organize forums/workshops associated with the exploration of ideas and policy alternatives that help further the goals and objectives of the Corporation related to community development.
- Produce paper and digital documents associated with gathering of ideas associated to community development through public engagement.
- Publish the results of policy analyses, strategic initiatives, and workshops both in paper and digital formats.
- Create digital portals on the Township's website as a mechanism to disseminate germane information to the public that will help increase the level of knowledge and understanding of

various issues in the community.

Develop, facilitate, and manage public consultation programs for various community development projects to ensure the public's and external stakeholders' input is considered and addressed.

Research and create cutting edge digital tools for collecting and disseminating community input/feedback related to various departmental and corporate community development initiatives.

Monitor and evaluate program effectiveness, document performance trends, and recommend modifications to improve community development initiatives.

Manage all aspects of the Township's commitments under the Climate Action Charter including meeting annual deadlines for required qualitative and quantitative reporting to the Province.

Planning of corporate and community-wide targets, policies and actions for reducing greenhouse gas emissions.

Undertake research, data collection, and policy analysis and provide recommendations to enhance the achievement of climate action and carbon neutrality goals.

Act as the staff liaison to the Environmental Advisory Committee.

Process applications for Official Plan amendments, rezoning, development permits, development variance permits, and temporary use permits including the preparation of staff reports for the Advisory Planning Commission, Design Review Committee, and Council.

Perform other related duties as required.

INDEPENDENCE

Work is generated through annual objectives, work plans, Council's Strategic Plan, and in response to the direction of the Director.

Issues such as work plans, budget, reports, and policies are reviewed and discussed with Director.

Liaises with other departments and outside agencies regarding community development initiatives as required.

WORKING CONDITIONS

Physical Effort:

Sit with arms unsupported while keyboarding (frequent); lift and move lightweight supplies (occasional).

Mental Effort:

Short periods of intense concentration while preparing and presenting reports and recommendations to Council, committees and the public (often).

During the development and analysis of policy options, long periods of critical thinking are required.

High emotional intelligence required due to the nature of this position having regular interaction with a highly-varied constituency.

Visual/Auditory Effort:

Focus on a variety of source data for long periods (frequent).

Work Environment:

Office; required to work irregular hours (occasional).

Work environment also includes a variety of off-site venues including classrooms, outdoor venues, and various meeting spaces.

KEY SKILLS AND ABILITIES

Knowledge of the principles and practices of urban land use planning.

Strong knowledge of research principles, practice and techniques including data analysis and report writing.

Ability to undertake detailed policy analysis in order to ascertain potential costs and benefits to various policy alternatives related to the community development goals and objectives of the

corporation.

Knowledge of local government legislation, other applicable provincial legislation, and local bylaws that govern and regulate community planning.

Knowledge of local government legislation, applicable provincial legislation, and local bylaws and rules governing climate action related activities and programs.

Experience in developing and implementing bylaws, policies, public consultation and public education and awareness programs.

Ability to supervise, organize and direct the work of consultants, contractors, committees, and work teams.

Excellent interpersonal, communication, and facilitation skills permitting effective negotiation with individuals or groups having competing interests to create mutually acceptable solutions.

Ability to represent the municipality at meetings, workshops, and open houses to various audiences.

Ability to develop project and task timelines, set priorities, meet deadlines, work independently and on a flexible schedule with irregular hours, as required.

Strong organizational, administrative, and computer abilities.

QUALIFICATIONS:

Formal Education, Training, and Occupational/Professional Certification

University degree in planning (degrees in other closely related disciplines may be considered).

Membership in the Canadian Institute of Planners.

Experience:

5 years of related experience or an equivalent combination of education and experience.

Municipal experience considered a strong asset.

OTHER

Required to work irregular hours including evenings and weekends.

Length of time to become familiar with job duties and responsibilities: 1 year.

APPROVED

2018-02-01