



## Position Vacancy: Housing and Child Care Planning Analyst

<b>DEPARTMENT:</b>	<b>Development Services</b>	<b>STATUS:</b>	<b>Full Time</b>
<b>NO. OF POSITIONS:</b>	<b>One</b>	<b>UNION:</b>	<b>CUPE, Local 387</b>
<b>HOURS OF WORK:</b>	<b>35 hours per week*</b>	<b>SALARY:</b>	<b>\$66,566 - \$78,600 annually</b>

The City of New Westminster is seeking a Planning Analyst to support housing and child care planning responsibilities in the Planning Division of the Development Services Department. This position will assist the City’s Housing and Social Planners with both current and long range planning related to the City’s full-spectrum housing and child care portfolio, including: managing development approvals for child care applications, civic affordable housing projects, and other development applications with social planning issues or components; conducting research and analysis related to community social needs including affordable housing and child care; and, developing and implementing social planning policy in areas such as homelessness and affordable housing, child care and early childhood development. This position will also: support community engagement and consultation programs; work closely with other government and non-profit partners, local neighbourhood associations, social planning groups, and indigenous organizations; and, act as the staff liaison for City social planning committees serve as the City’s representative to outside social agencies.

### Requirements include:

- Degree or diploma in Planning or a related field, and 2-3 years of related work experience, or an equivalent combination of training and experience.
- Full membership in PIBC, or eligibility for full membership.
- Knowledge of the Local Government Act and Community Charter, particularly in relation to the municipal development approvals process. Experience in development planning is an asset.
- Knowledge of municipal policies and regulations such as the OCP, Zoning Bylaw, Design Guidelines.
- Familiarity with housing and social planning policy, funding and partnerships an asset, including inclusionary zoning, incentivizing rental, child care regulations, granting and partnership funding models, non-profit providers/ operators, indigenous relations and reconciliation.
- Demonstrated ability in community engagement and event planning and facilitation, utilizing various methods such as web sites, social media and conventional meeting formats.
- Ability to collect, analyze and interpret information from a variety of sources and present conclusions and recommendations in graphic and written form.
- Ability to communicate clearly verbally and in writing to different audiences, including Council and City committees. Ability to communicate in graphic format is an asset.
- Ability to work independently and identify creative solutions in a fast paced environment while managing multiple tasks.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts on matters related to the work.
- Ability to effectively liaise with applicants and the public, exercising diplomacy, tact and good judgment when dealing with sensitive and/or challenging situations.
- A valid BC Driver’s licence.

*\*City Hall hours of operation are Monday, 8am to 7pm, and Tuesday – Friday, 8am to 5pm.  
The successful candidate will be scheduled on Mondays from 10:30am to 7pm on a rotational basis.*

Apply by sending your resume quoting **competition #19-38, by April 19, 2019** to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, Fax: (604)527-4619 or e-mail to [hr@newwestcity.ca](mailto:hr@newwestcity.ca).

*The City of New Westminster welcomes diversity and encourages applications from all qualified individuals.  
We thank all applicants for their interest and advise that only those selected for an interview will be contacted.  
This position is only open to those legally entitled to work in Canada.*