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Employment Opportunity

Planner

Planning & Protective Services – Juan De Fuca Electoral Area Planning

Competition	22/006
Status	Regular Full time
Hours of Work	70 hours bi-weekly
Rate of Pay	\$43.80 to \$49.65 per hour
Review of applications begins	4:00pm on January 28, 2022, but will remain open until filled.

Summary

The Planner is responsible for a variety of land use planning related duties in the Juan de Fuca Electoral Area. This position provides research, analysis and advice related to community land use planning with a focus on rural settlement, environment and infrastructure. This position is also responsible for development-related inquiries, policy and legislative interpretation, and the preparation of reports. The Planner builds strong relationships with government stakeholders and agency partners, and actively seeks consensus among competing interests.

Duties & Responsibilities

- Responsible for research, analysis, and policy and regulation development in the preparation of draft official community plans and zoning bylaws.
- Undertakes complex and detailed research analysis including defining the problem, methodology and requirements.
- Coordinates development application intake, tracking, public notification and referrals process.
- Reviews legal documents such as covenants, rights-of-way, etc.
- Conducts technical analysis and complex reviews of a full range of development applications to ensure compliance with local bylaws and policies, regional strategies and provincial legislation.
- Conducts on-site assessments as part of the application review process to ensure consistency with local bylaws and identify relevant issues.
- Drafts reports, policy, and develops technical recommendations on a variety of planning initiatives and development applications for the Juan de Fuca Land Use Committee and Electoral Area commissions.
- Serves as a departmental representative to committees and commissions providing technical expertise and interpretation of information, as required.
- Provides analysis, reports and recommendations on referrals and requests for information from internal/external agencies related to subdivision, the Agricultural Land Reserve applications, Crown land and water leases, etc.
- Provides verbal and written advice and guidance on development inquiries from members of the public, developers and other agencies and provides information and interpretation of relevant legislation and CRD bylaws and processes.
- Collaborates on the design of and undertakes a project management role in special planning projects.
- Develops and facilitates engagement processes with elected officials, stakeholders, community groups and the general public.
- Liaises with external stakeholders and CRD departments in evaluating specific projects and reviewing of various plans.
- Provides technical guidance and direction to other staff at the Juan de Fuca Electoral Area Office and within the Planning & Protective Services Department.
- Follows all policies, procedures and standards of the CRD.
- Performs other related duties as required.

Qualifications

- Master's degree in planning, geography, or a related discipline and 5 years' related experience or an undergraduate degree in a related discipline and 7 years' related experience.
- Related experience should include planning at the local or regional scale, policy analysis, research, public engagement, project management and writing.
- Membership in the Planning Institute of BC is preferred.
- Excellent communication (verbal and written), interpersonal and customer service skills.
- Strong analytical, problem-solving and synthesis skills.
- Strong organizational, time-management, critical thinking, and people skills.
- Ability to handle multiple tasks and multiple priorities.
- Ability to plan and organize projects and assignments and ensure successful implementation.
- Ability to explain technical information clearly and concisely to a non-technical audience.
- Ability to be creative and exercise sound judgment while managing multiple tasks and tight deadlines.
- Ability to understand political issues and exercise sound judgment in dealing with planning issues and decisions.
- Ability to research, collect and analyze data and understand a variety of technical reports such as geotechnical, environmental and riparian assessment reports.
- Ability to prepare comprehensive reports for various committees with strong attention to quality and detail.
- Ability to conduct and facilitate public consultation meetings and workshops.
- Working knowledge of relevant legislation including the Local Government Act and Community Charter, and applicability to rural areas and electoral areas. A working knowledge of the Agricultural Land Commission Act and policies, Riparian Areas Protection Act and Regulation, Strata Property Act, and Water Sustainability Act is also an asset.
- Knowledge of planning development application processes and experience in writing reports for a variety of development applications.
- Proficiency and experience with word processing, spreadsheets, presentation software, and knowledge of the general principles of Geographic Information Systems.
- Must possess a valid BC Driver's License.

To keep our employees, customers and the communities we serve safe, the CRD has introduced an employee mandatory vaccination policy intended to prevent the transmission of COVID-19. As such, the CRD requires proof of being fully vaccinated as a condition of employment.

Applications

To apply for this exciting opportunity, please submit your resume and covering letter online at www.crd.bc.ca under "[Careers](#)".

The CRD thanks you for your interest and advises only those candidates under active consideration will be contacted.

