



Making a difference...together

Employment Opportunity

Senior Project Planner

Planning & Protective Services – Regional Housing

Competition Number:	22/327
Employment Type:	Regular Full Time
Hours of Work:	70 hours bi-weekly
Rate of Pay:	\$46.63 to \$52.89 per hour (2021 rates)
Review of applications begins:	4:00pm on November 21, 2022

Job Summary

The Senior Project Planner will be responsible for assisting the Capital Region Housing Corporation in continuing to develop affordable housing across the capital region. The Senior Project Planner will contribute to all aspects of the project lifecycle including planning, approvals process, project management, design, construction administration and project close-out. The position will also build strong relationships with project stakeholders and agency partners to advance complex and impactful redevelopment and development opportunities from concept through to completion.

This position requires a clear criminal record check. The applicant/incumbent will be required to undergo a criminal record check in order to work in this position and to report to their supervisor if any criminal charges are laid against them that may be related to their employment in this position.

Qualifications

- A degree in planning, engineering, business administration, architecture, with a minimum of 6 years' related experience.
- Eligibility for membership in the Planning Institute of BC is an asset.
- Related experience should include a combination of public and private sector planning, design and/or development at the local or regional scale, policy analysis, research, public engagement, project management, contract management and writing.
- Demonstrated experience working on low to mid-rise residential developments.
- Experience working on projects funded through BC Housing and CMHC programs would be considered an asset.
- Must possess a valid BC Driver's Licence.

Applications

To apply for this exciting opportunity, please visit www.crd.bc.ca and submit your application on our [careers page](#).

We welcome all qualified applicants to apply and may consider a combination of experience, education and/or training where possible.

NOTE: For the health and safety of our employees, customers and the communities we serve, the CRD requires verification of your COVID-19 vaccination status as a condition of employment.

What is the CRD?

The Capital Regional District (CRD) is the regional government for 13 municipalities and three electoral areas on southern Vancouver Island and the surrounding Gulf Islands, serving more than 432,000 people.

Our administrative boundaries span the Traditional Territories of many First Nations, all of whom have a long standing relationship with the land and waters from time immemorial that continues to this day.

We value the diversity of the people we hire and serve. In our commitment to bring differing perspectives to our workplace, and to deliver the best possible service to our customers, we encourage and welcome applications from all people with diverse backgrounds, abilities, and lived experiences.



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Typical Duties and Responsibilities

People working in this role can expect to be responsible for performing the following duties. This list is not meant to be comprehensive and other related duties similar in scope and complexity may be performed.

Provide leadership, support and on-going monitoring throughout the project lifecycle of affordable multi-family housing projects.

- Research and analyze relevant municipal, provincial and federal regulations, policies, programs and funding guidelines to inform redevelopment and/or development decisions.
- Prepare funding applications for submission to various funding bodies, verify and process claim forms as related to awarded funds.
- Prepare and/or review contract scope of work, detailed cost estimates, staff reports and requests for proposals.
- Using technical expertise, provide contract oversight and administration including directing, liaising and negotiating with consultants with the responsibility of maintaining project standards.
- Lead and implement procurement/tendering processes for various project team disciplines; assess and evaluate estimates, proposals and quotes following appropriate procurement guidelines; understand best practices and implications of recommendations and/or decision-making in alignment with all relevant policies.
- Assist with reviewing change orders and change directives, request for information, tender recommendations, payment certificates, invoices, and engineering field reports.
- Assist with project feasibility analysis, conceptual design reviews, contract document reviews, and hiring consultant teams.
- Lead process workflow, including project initiation, regular briefings and presentations with senior management and stakeholders, project documentation, reporting and records management.
- Proactively identify project risks and develop and initiate response plans with the support of management.
- Review design drawings and as-constructed drawings.
- Prepare and draft communication and project related updates for releases, coordinate and monitor information on the website, and manage responses to enquiries from the public on identified projects.
- Review and maintain housing development proformas, cash flows and costing models.
- Schedule meetings, prepares agendas and required materials, obtains equipment if needed and produce minutes.
- Liaise with CRD departments and divisions, government representatives, educational institutions, agency and not-for-profit stakeholders and other entities.
- Perform other related duties as required.

Knowledge, Skills and Abilities

To be successful at the CRD, candidates should have a shared understanding of our [Cultural Traits](#) and [Statement of Reconciliation](#) with Indigenous peoples. Additionally, ideal candidates would possess the following role specific knowledge, skills and abilities:

- Ability to collect, analyze and synthesize diverse and complex information, prepare options and develop recommendations for action or decision based on findings.
- Ability to design, implement, facilitate and document engagement processes (e.g., surveys, information sessions, working group meetings, public / stakeholder consultation events, workshops).
- Excellent communication (verbal and written), interpersonal and customer service skills are required.
- Knowledge of and ability to use various computer word processing, spreadsheet and project scheduling programs and databases.
- Excellent presentation skills with demonstrated ability to communicate complex, technical information to non-technical and technical audiences.
- Demonstrated ability to establish and maintain effective working relationships with internal and external stakeholders.
- Results-oriented, energetic team player, who is able to collaborate effectively with diverse groups of professionals and across multiple disciplines.
- Knowledge of federal/provincial/municipal regulations, legislation, codes, standards and guidelines related to development projects.
- Ability to work well independently and as part of a team.