

Job Title:	Manager, Planning	Job Level:	Manager
Division/Department:	Strategy & Public Affairs Corporate and Strategic Planning	Job Band:	Exempt 6
Supervisor Title:	Director, Corporate and Strategic Planning	Supervisor Job #:	1039

ORGANIZATIONAL DESCRIPTION

BC Transit is a provincial crown corporation responsible for the overall planning and delivery for all of the different municipal transportation systems within British Columbia, outside Greater Vancouver.

JOB OVERVIEW

Reporting to the Director Corporate & Strategic Planning, the Planning Manager is accountable for the functional program area responsible for transit system planning, including long-term strategic system development, shorter term service and optimization planning, innovation, service change implementations, Service Standards and Performance Guidelines, feasibility studies, coordination with local government plans and development referrals for all BC Transit systems.

This position manages the Planning team in a multi-disciplinary team environment, and works collaboratively with various departments, including Scheduling, Performance Analysis, Corporate Strategy, Marketing and Communications, Victoria Operations and Regional Transit Systems.

ACCOUNTABILITIES

- Manages development and implementation of all Planning Department processes and products for all BC Transit systems, including longer term Transit Future Plans and other strategic system documents, shorter term service, service implementations, and feasibility studies.
- Leads processes related to strategic planning and land use coordination at the system level, including the Transit Improvement Program guiding future service expansion, Planning department input into Capital Planning and infrastructure funding programs and fleet procurement, participation in local government and First Nation land use and transportation planning processes, BC Transit’s Development Referral program and recommendations and best practices materials related to transit infrastructure, transportation network and land use design and coordination with other modes of travel;
- Manages the development of Service Standards and Performance Guidelines for transit systems and ensures system performance is reported against those standards and guidelines;
- With the participation of the Manager of Scheduling, may take the lead on coordinating overall work planning for the Planning and Scheduling departments and providing recommendations to improve process and work flow with other BC Transit departments;
- Develops and manages a Planning team program budget;

- Develops program specific standards, policies and procedures ensuring alignment to the broader departmental and organizational framework. Implements targets and measures for the designated program, reporting on progress and making adjustments as necessary;
- Lead short and long range planning projects, service implementations and related projects in other assigned transit systems as required to support workflow management within the department;
- Manages the work of assigned staff, maintains responsibility for unit productivity, provides for training and professional development of assigned staff and participates in the selection of staff for the department;
- Manages assigned personnel and consultants; assigns work and directs the timely completion of complex reports, other written materials and oral reports for dissemination to BC Transit management, the BC Transit Board of Directors, local government elected officials and staff, First Nations, external agencies and the general public;
- Contributes as a member of the BC Transit management team, identifying and taking action on program-related risks and opportunities,
- Collaborates with leaders across the organization, with a view to continuously develop the program and successfully integrate with other areas of the organization, troubleshooting and resolving problems as required;
- Develops and manages relationships and strategic partnerships with stakeholders, industry peers and government officials;
- Act as a spokespersons and liaise with stakeholders, industry peers, and government officials;
- Manage projects for various initiatives undertaken by the Planning department and may be designated to lead those at a corporate level;
- Performs related duties in keeping with the purpose and accountabilities of the job.

QUALIFICATIONS**EDUCATION**

- The competencies for these positions would typically be acquired through a degree in planning, engineering or a related discipline

EXPERIENCE

- A minimum 5 years' experience including management accountability in an agency specializing in transportation planning or an equivalent combination of education and experience.
- Advanced knowledge of the principles, theories, concepts and practices of transit planning and excellent working knowledge of community planning and transportation planning.
- Preference may be given to a member in good standing of either the Canadian Institute of Planners or the Institute of Transportation Engineers.