



**Competition #23/140**  
**Internal/External Posting**  
**Closing date: June 20, 2023**

**Planning Analyst (Continuous)**  
**Sustainable Planning and Community Development Department**

**POSITION FUNCTION**

Perform policy, planning, analysis, research, and consultation functions related to the development of urban policy and the preparation of city-wide and local area plans.

**KEY DUTIES**

Research and analyze a wide variety of demographic, social, economic, environmental, and urban development and planning data and issues related to key indicators, trends, forecasts, city-wide and local area plans and policy initiatives; undertake complex spatial analyses using GIS software and develop and analyze urban form models in a 3-D digital environment.

Coordinate and perform research, analysis and option development for urban planning initiatives including the identification, collection, analysis and interpretation of qualitative and quantitative data using various methodologies, and the identification of options and recommendation of alternatives.

Develop project initiation documents, project charters, work plans and implementation strategies for detailed planning investigations and prepare proposed changes to policies and plans in consultation with senior staff.

Support the city-wide and local area planning process through research and coordination of analysis, synthesis and compilation of information and data, interpretation of results, development of plan and policy options and recommendations, development and monitoring of performance measures, writing reports and preparation of presentations to/for senior staff and council.

Develop and deliver, in consultation with senior staff and the Communications and Citizen Engagement Department where appropriate, engagement and communication strategies and processes including designing and disseminating media releases, posters, brochures and web content; assist in the organization of engagement events; lead small group discussions at workshops, open houses and public meetings.

Represent the Department at community and advisory committee meetings and to outside agencies; make presentations; provide advice and recommendations on policies/initiatives/programs; respond to enquiries from the public, outside agencies and other departments.

Perform related duties where qualified.

**INDEPENDENCE**

Work is generated by departmental work programs and requests from various internal and external sources and as assigned by supervisor.

Work is reviewed through meetings with senior members of project teams and with supervisor. Issues such as deviations from policy and established procedure are discussed with supervisor.

## **WORKING CONDITIONS**

### **Physical Effort:**

Normal

### **Mental Effort:**

Long periods of intense concentration at the computer while entering data, undertaking analysis and conducting research, and preparing reports. (frequent)

### **Visual/Auditory Effort:**

Focus on detailed spreadsheets, databases, digital models, drawings, maps and VDT for long periods. (Frequent)

### **Work Environment:**

Office.

May be required to work irregular hours. (premium pay)

## **KEY SKILLS AND ABILITIES**

Organize and prioritize work.

Understand and apply the principles and methods of demographic, social, economic, environmental, spatial and urban development research and analysis to urban planning, strategic policy, and performance measurement.

Working level operation of current City word processing, spreadsheet and related specialty software including geographic information system (ARC GIS), 3-D digital form modelling, graphic design and desktop publishing.

Synthesize and analyze information and compose reports and documents.

Interpret policies, legislation and regulations.

Read and interpret technical plans and drawings.

Coordinate/facilitate public engagement meetings, workshops and events and make presentations.

Establish and maintain effective working relationships.

Represent the City and deal effectively with the public and outside agencies.

## **QUALIFICATIONS**

### **Formal Education, Training and Occupational Certification:**

University Undergraduate degree in urban planning accredited by the Canadian Institute of Planners (4 years)

Current and valid Class 5 B.C. Driver's License.

### **Experience:**

One year of related experience

Or an equivalent combination of education and experience.

### **OTHER:**

May be requested to substitute in a more senior position.

**Work schedule: Monday - Friday, 35 hour work week**

**\$44.44 per hour, Pay Grade 13**

**Job Code #4352**

**This is a CUPE Local 50 Position**

To apply for this opportunity you will need to create an online profile or log back in to our career portal at [www.victoria.ca/jobs](http://www.victoria.ca/jobs) - only online submission will be considered. All applications must be submitted online by 4:30 pm on the closing date noted on the posting. Please be prepared to provide proof of qualifications and supporting materials as outlined in your resume.

At the City of Victoria, we are committed to recruiting a diverse workforce that represents the community we serve. Indigenous applicants, people of colour, all genders, LGBT2Q+ and persons with disabilities are encouraged to apply. Accommodations will be provided upon request during the selection process.

If you require assistance, please email us at [careers@victoria.ca](mailto:careers@victoria.ca).