



Planner 2 (Policy Planning) Job ID: 2023-0287

The City of Richmond is committed to be the most appealing, livable, well-managed community in Canada, a goal that is only made possible by developing our most valuable asset – *our people*. This is a great opportunity to join our team and shape our community. The City of Richmond offers competitive pay programs, comprehensive benefits and attractive incentives. If you are looking to make a difference, and to share our vision “to be the most appealing, livable, and well-managed community in Canada”, then please apply.

Overview

Reporting directly to the Director, Policy Planning, the Planner 2 coordinates, prepares and implements comprehensive 2041 Official Community Plan (OCP) bylaws and policies, manages studies and consultants, and provides support to advisory committees (e.g., heritage, environmental, agricultural). Work performance is evaluated in terms of demonstrating a professional results-oriented, customer service attitude and providing high quality research, options, analysis, recommendations, report writing, editing, customer service, team building and workload management with minimal supervision.

Examples of key responsibilities include, but are not limited to:

- Protecting the City’s community planning interests by coordinating the implementing and preparation of OCP and Area Plan bylaws, policies and solutions (e.g., coordinating land use, sustainability, housing, transportation, infrastructure and park interests).
- Evaluating and/or processing complex land use development applications which may include heritage (e.g., Heritage Alteration Permits), environmental (e.g., Environmentally Sensitive Area Development Permit), or agricultural related (e.g., Non-Farm Use) applications.
- Review and provide advice on complex development applications (e.g., multi-family rezonings, Development Permits, DP Variances, subdivisions)
- Applying and preparing OCP urban design guidelines.
- Supporting City advisory committees (e.g., heritage, environmental, agricultural).
- Representing the City’s community planning interests (e.g., at Council, Planning Committee, Advisory Design Panel, Public Hearings, government agency meetings).
- Effectively managing comprehensive work programs, staff teams, budgets and consultants.

Knowledge, Skills & Abilities:

- Knowledge of Canadian and BC community planning theory, practice and trends.
- Ability to co-ordinate and provide a wide range of community planning policy research, analysis, options and recommendations, with minimal supervision, in a matrix management system.
- Ability to process a high volume of complex development applications (e.g., re-zonings, Development Permits, Development Variance Permits, subdivisions.).
- Experience in any of the following could be considered an asset:
 - Municipal, Heritage Conservation
 - ESA policies with development applications reviews and with riparian and other ecological policies and reviews
 - Agricultural policies and related applications (e.g., non-farm use)
- Experience liaising with advisory committees to Council
- Ability to prepare, interpret and apply urban design guidelines.
- Ability to communicate professionally (e.g., write and edit complex reports, speak publicly).
- Ability to maintain effective working relationships with elected officials, government agencies, clients and the public with courtesy, tact and discretion.

- Proficiency in Microsoft Outlook, Word and Excel.
- Ability to use REDMS or a similar Records Management System.
- Ability to successfully clear a Police Information Check.

Qualifications and Experience:

- A Master's Degree in Community Planning or related field (e.g., Architecture, Urban Design, Landscape Architecture).
- A minimum of five (5) years of related professional experience with community planning principles, practices and procedures.
- Considerable experience in coordinating, preparing and implementing OCP and area bylaws, plans, policies and design guidelines; processing development applications, supporting advisory committees, and writing and editing professional reports.
- Experience in sustainability, environmental planning, riparian area management, urban economics, and urban design is considered an asset.
- An equivalent combination of education, training and experience may be considered.
- Eligibility or membership in the Canadian Institute of Planners (CIP) and Planning Institute of B.C. (PIBC) is required.
- Valid Class 5 Driver's Licence for the Province of British Columbia.

Additional Information:

Location: City Hall

Employee Group: CUPE Local 718

Position Status: Regular Full-Time

PCC#: 102, 104

Pay Band: J20

Pay Range/Rate: \$53.45 - \$63.23

Hours of Work: 8:15am - 5:00pm Monday to Friday on a compressed work week schedule.

Internal Closing Date: 8/1/23

External Closing Date: 8/15/23

Openings: 2

The City of Richmond is an inclusive employer committed to employment equity objectives and invites application from all qualified individuals. We thank all applicants in advance for their interest; however, only those under consideration will be contacted. Should you be contacted and require some form of accommodation during the recruitment process, please let us know and we will endeavour to meet your needs to the best of our ability. If you are unsuccessful, please accept our appreciation for your interest. No Telephone inquiries, please.

This position is restricted to those legally entitled to work in Canada.