

**EMPLOYMENT OPPORTUNITY**

**PLANNER II**

**(Full Time Regular)**

*Tsawwassen First Nation (TFN) is a self-governing First Nation that delivers a wide range of community services, including all of those typically delivered by municipalities. The Lands Department is responsible for the delivery of all planning, development, and engineering related services. The Community is in the midst of a significant development program, which includes the development of commercial, industrial, and residential properties. Along with the review and approval of the engineering infrastructure to support this development, the Lands Department is also responsible for assuming the ongoing maintenance and management of the infrastructure.*

*TFN is seeking a qualified individual to join our Lands Department in the permanent full-time position of Planner II. The Planner II will be responsible for a wide range of planning policy initiatives including researching, analyzing, preparing, and updating TFN’s land development and member housing regulations and policies.*

*The Planner II works closely with the professional staff in the Lands Department and Policy &* Intergovernmental Affairs & *Government Services Department. The successful incumbent will be expected to maintain effective working relationships with staff members, Chief and Council, community members and the public.*

**Specific Responsibilities**

* Undertakes policy planning research, prepares and updates planning documents such as the Land Use Plan, TFN Community Area Plan, Residential Neighbourhood Plans, Industrial Land Development Strategy and Agricultural Land Development Strategy.
* Participates in the preparation and updating of member housing regulations and policies
* Prepares amendments to existing TFN regulations (zoning, subdivision and development, building, soils, development permit guidelines, good neighbour, traffic and parking, tree, animal control) and works with Policy & Intergovernmental Affairs & Government Services on the preparation of new regulations as required
* Identifies planning and member housing policy issues and gaps and coordinates policy research and planning with the TFN community and Advisory Council input
* Provides professional planning advice and interpretation on planning documents, regulations, and policies
* Prepares reports and implementation documents for consideration by Executive Council on policy planning projects
* Processes and/or assists with development applications (zoning amendment, subdivision and development permit applications), including review and analysis of land development proposals, research and preparation of reports for Executive Council consideration, interpretation and analysis of regional and local planning regulations and policies
* Interprets TFN Laws and regulations for consultants, developers, TFSI owners, leaseholders and TFN members
* Responds to requests for planning information from TFN members and leaseholders

**Qualifications**

* University degree in Planning (e.g., Urban and Regional) from an accredited planning program
* A licensed Professional Planner and membership (or eligibility for membership) in the Canadian Institute of Planners
* Three to five years’ experience in a similarly complex and diverse municipal environment in growth mode

**Skills & Experience**

* Excellent technical writing and interpersonal communication skills. Ability to write clear, concise, logically connected reports and briefing notes.
* Ability to research and develop policy documents and implementation strategies collaboratively with various stakeholder/community groups.
* Working knowledge of the functions and interactions of the various levels of government including federal, provincial, Treaty First Nation and municipal.
* Working knowledge of municipal regulations and laws relating to planning applications and engineering specifications, including a clear understanding of their interrelationships
* Experience in the review and recommendations for approval of development applications
* Proficient in Microsoft Office applications, such as word processing, spreadsheet, database and presentation software applications, as well as Internet research abilities.
* Ability to respect confidentiality, and to communicate effectively and courteously with all levels of staff, external government agencies/authorities, the development community, TFN members and leaseholders.
* Ability to work independently as well as in a team environment.
* Capacity to respond quickly to changing demands and priorities under tight deadlines.
* Knowledge and experience working with First Nations communities and governments – familiarity with the activities and culture of TFN is considered an asset.

**Working Conditions**

Work is performed primarily indoors in an office environment. Off-site travel is occasionally required to conduct site visits for construction projects, attend meetings, committees, conferences and training events.

**Wages:** Competitive pay and a generous benefit package commensurate with qualifications including enrollment in the Municipal Pension Plan.

**Application Deadline:** Open until filled

If you are interested in a challenging opportunity with a leading edge progressive municipal type government, please forward your resume along with a cover letter by email to

hr@tsawwassenfirstnation.com

Or mail/drop off to:

Human Resources

1926 Tsawwassen Drive

Tsawwassen, BC V4M 4G2

Pursuant to the Tsawwassen First Nation *Government Employees Act*, first priority in hiring among qualified applicants will be given to Tsawwassen Members, second priority to spouses (as defined in s. 3 (1) of the BC *Family Law Act*) of Tsawwassen Members, and third priority to members of other First Nations. If you fall within one of these categories and you wish to have this voluntary information considered as part of your application, please indicate the applicable category in your cover letter.

*We wish to thank all applicants for their interest; however, only short-listed candidates will be contacted for interview.*