



RESEARCH OFFICER - PARKS AND RECREATION

Parks, Recreation and Culture **PARKS - PLNG & DESIGN ADMIN**

The goal of the City of Burnaby and its employees is to consistently deliver first class service and services to our community. With this in mind, we hire people who share the same passion, those with the drive and determination to grow with and contribute to our already exceptional team. People like you!

Community



Integrity



Respect



Innovation



Passion

Applications are invited for the following position as of August 15, 2024 and must be received by 4:45 PM on **Monday, August 26, 2024** quoting:

Competition No: 2024-298

Burnaby is experiencing an exciting time of growth and re-development that will shape the City and the quality of life for our residents. This is a chance to join a friendly, inclusive team with opportunities for career advancement. You will be involved in significant key projects, during a time of progressive change at the City of Burnaby.

This is a technical research role that conducts recreational research studies on a variety of Parks and Recreation and Cultural Service matters. It offers a unique opportunity to meaningfully contribute towards the department's long-term visioning, planning and strategy development. Responsibilities include the ability to investigate problems and identify issues, assist in the development of study and strategy processes, conduct research and surveys, analyze results, evaluate studies, and write reports summarizing moderately complex issues; and assist in formulating policies, park planning documents, recommendations and preparing reports for presentation to senior management. Incumbents are expected to plan and collect relevant research, assign and monitor the work of subordinates engaged in research work. The incumbent is expected to exercise considerable initiative and independence of judgement are exercised within guidelines and priorities establish by a supervisor as projects are assigned. Some of the projects this position looks forward to include the PRC Master Plan, Sport Field Strategy, and Park Biodiversity Strategy. The incumbent promotes, arranges and attends public information meetings; liaises with a variety of contacts in a resource capacity and participates in committees and meetings as required; establishes and maintains effective working relationships with internal and external clients; prepares and maintains a variety of reports and records related to the work and performs specific administrative tasks in the absence of a supervisor. Performs related work as required.

Qualifications included University graduation in Urban Geography, Planning or a related discipline (such as Landscape Architecture) plus sound related experience, or an equivalent combination of training and experience. Considerable knowledge of department policy, procedures, rules and regulations related to the work performed as well as departmental resources and related community interests and needs. Sound knowledge of the principles, practices and techniques used in research projects. Working knowledge of the basic principles and practices of drafting and graphics. Ability to collect, assemble, summarize, analyze and interpret research data and prepare reports with recommendations; perform basic drafting duties, supervise and coordinate the work of research subordinates; ability to perform administrative tasks as well as prepare and maintain reports and records related to the work. A valid Driver's License for the province of British Columbia is required.

SALARY: \$5,957 – 6,200 – 6,460 – 6,730 – 7,011/month (Pay Grade 22)
STATUS: Regular Full Time
LOCATION: Christine Sinclair Community Centre
SCHEDULE: 70 hours bi-weekly; Monday to Friday from 8:00 AM – 4:00 PM
SPECIAL NOTES: Subject to Note 'U' of Schedule 'B' of the CUPE 23 Inside Division Collective Agreement

At the City of Burnaby, we are committed to fostering an inclusive and diverse workforce that authentically mirrors the vibrant community we proudly serve. We consistently embrace diversity and endeavor to build an inclusive workforce that celebrates the richness of our community. We warmly welcome applicants of all genders, ages, ethnicities, cultures, abilities, sexual orientations, and life experiences to join us in shaping a more vibrant and equitable future together.

Apply online at www.burnaby.ca/careers

City of Burnaby
People and Culture
4949 Canada Way
Burnaby BC V5G 1M2



*Copies of relevant professional certificates, degrees, or tickets will be required at the time of the interview. Please contact People and Culture at **604-294-7303** if you do not receive a confirmation email within one hour of submitting your application online. We thank all applicants for their interest; however, only those considered for an interview will be contacted.*

Reference: 50003149