

# The Corporation of the District of Oak Bay

## Job Description



<b>Job Title:</b>	<b>SENIOR PLANNER – HOUSING POLICY</b>	<b>JEPE Number:</b>	#1130
<b>Department:</b>	Community Building and Planning Services	<b>Pay Grade:</b>	
<b>Area:</b>	Planning	<b>Position Status:</b>	Regular – Full Time
<b>Location:</b>	Municipal Hall	<b>Position Type:</b>	Union
<b>Supervisor:</b>	Deputy Director of Community Building and Planning Services	<b>Last Updated:</b>	June 2023

### Job Purpose:

Under the direction of the Deputy Director of Community Building and Planning Services, the Senior Planner – Housing Policy will focus on the development, facilitation of and implementation of the District’s Housing Action Program (HAP) that comprises several key Council Priority Projects, including infill housing, an Official Community Plan Update, village area planning and responding to regulatory changes at the provincial level relating to housing policy and delivery.

The employee must use considerable initiative and judgement in carrying out the required tasks within this program. This is an advanced planning position that requires a sound understanding of planning policy, community planning, housing policy, political acumen, and requires innovative thinking on complex policy issues, specifically planning policy associated with housing and community planning.

### Duties and Responsibilities:

- Responsible for strategic planning policy development with an emphasis on housing and community planning.
- Leading and managing the planning and execution of key planning policy, projects and initiatives.
- Developing strategies and new initiatives, as well as preparing and updating policy documents.
- Conducting data analysis and policy review related to matters such as housing, population and employment projections.
- Developing, administering, and coordinating policy on various planning issues, specifically those related to housing policy and land use planning.
- Leading and participating in project related meetings and committees.
- Planning and executing public consultation and engagement processes related to long- range policy planning, housing policy and complex land-use issues and policy development.
- Facilitating meetings, workshops, and outreach and engagement activities.
- Researching and analyzing data, and preparing comprehensive reports, documentation, correspondence, and other materials related to the work.
- Managing request for proposal processes, managing contracts and consultants
- Preparing and/or delivering presentations on complex and potentially politically sensitive topics.
- Liaising with various departments and teams, as well as external agencies and responding to enquiries.
- Developing communications materials, including content for the District’s website and social media accounts.
- Building partnerships with key partners and agencies and submitting grant applications.
- Representing the District on various committees and projects as needed.
- Coaching and mentoring of staff working on projects in performing their duties; and

<ul style="list-style-type: none"> <li>Performing related duties as required including the management of development applications as needed.</li> </ul>
<p><b>Required Knowledge, Abilities &amp; Skills:</b></p> <ul style="list-style-type: none"> <li>Considerable knowledge of the theory and practice of housing policy, land use planning, and zoning regulation in a municipal context.</li> <li>Extensive knowledge of the principles and practices of urban planning and sustainability, including planning law and land use regulation.</li> <li>Well versed in provincial regulatory processes related to land use and development.</li> <li>Exceptional ability to manage complex and sensitive housing policy and community planning projects.</li> <li>Ability to investigate and collect data on social, economic and physical issues and to discuss and develop policy.</li> <li>Ability to establish and maintain effective working relationships with other employees, elected officials, key partners, stakeholders and the public.</li> <li>Knowledge of administrative procedures within local government and of by-laws and policies related to planning.</li> <li>An ability to manage multiple projects and deadlines concurrently.</li> </ul>
<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>University degree from a recognized institution in Land Use Planning or a similar field (urban planning, geography, environmental science).</li> <li>A minimum of six (6) years of related planning experience, or</li> <li>An equivalent combination of education and experience may be considered.</li> </ul>
<p><b>Required Licenses, Certifications and Registrations</b></p> <ul style="list-style-type: none"> <li>Certified member (RPP) or eligibility for membership with the Canadian Institute of Planners and Planning Institute of British Columbia.</li> </ul>