

DEPARTMENT:	Planning and Development - Planning	STATUS:	Regular Full Time
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours per week	SALARY:	\$42.45 - \$50.13 per hour (2024 rates) plus comprehensive benefits

The City of New Westminster has an exciting opportunity for a Planning Analyst to join our Planning and Development Department. This role is an integral part of the Housing Planning team whose projects support the creation and implementation of policy related to the full continuum of housing. Come join our progressive team and directly shape the future of this great little city!

If you are hired, you will be joining a team of committed and passionate professionals who care deeply about the community they serve who thrive on variety and enjoy the challenge that comes with emergent and innovative work. The role will assist with the development and alignment of housing policy, including an Infill Housing Program and policy to facilitate affordable housing. This role will also provide support and advocacy for affordable housing projects proposed in the city. Housing is a City priority and this position will provide abundant opportunities for personal growth and development, as well as being part of a dynamic team in which you can contribute your experience, knowledge and skills.

Your responsibilities will include:

- Providing support to housing policy creation or updating, including:
 - collecting and analyzing qualitative and quantitative data;
 - designing and facilitating community and external agency consultation;
 - liaising with other City departments and external agencies;
 - writing reports and making presentations to community groups, City committees and Council; and
 - drafting policy documents.
- Assisting with affordable housing development inquiries.
- Assisting to apply an equity lens and climate action lens in relation to housing policy implemented by the City.
- Acting as the planning liaison to projects led by other departments.
- Ensuring consideration is given to housing principles, policies, and opportunities in the development application review process.

If you have many of these attributes, we would like to hear from you:

- Undergraduate degree or degree in planning or related discipline, with one to three years of related work experience, or an equivalent combination of training and experience.
- Knowledge of the principles, procedures, and legislation applicable to municipal planning, including considerations for growth, climate action, and equity.
- Demonstrated ability to collect, analyze and interpret information from a variety of sources and present conclusions and recommendations in clear and accessible form.
- Experience contributing to the development of housing policy (e.g. inclusionary, missing middle, rental replacement, secured market rental, affordable).
- Experience in online and in-person community engagement facilitation and logistics, and public information material creation.
- Cultural awareness of Indigenous and diverse communities.
- Strong organizational skills, proven ability to problem solve, and the ability to manage multiple tasks and deliver results.
- Ability to work independently with minimal supervision and effectively as a team member.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts.
- Ability to express ideas effectively verbally, visually, and in writing to various audiences.
- Knowledge of municipal development review process.

What we offer:

- Work-life balance – 35 hour work week, vacation, an optional compressed day off program, and optional hybrid work schedule.
- Health and wellness – extended health, dental, life insurance benefits, paid sick leave plan, plus other wellness-focused programs and benefits.
- Retirement benefits – including municipal pension plan.
- Career development – ongoing learning, leadership development, and education development program.

If this opportunity appeals to you and you possess many of the attributes and skills outlined, we want to hear from you!

Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment by June 22, 2025.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

*New Westminster is on the unceded and unsundered land of the Halq'emýelem-speaking peoples.
It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.
We are learning and building relationships with the people whose lands we are on.*

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted.
This position is only open to those legally entitled to work in Canada.*