



JOB DESCRIPTION

Job Title: **Senior Planner**
 Reports To: Manager of Community Planning
 Pay Grade: 10

Affiliation: CUPE Local 374
 Hours per Week: 35
 Approval Date: Sept 22, 2021

Position Summary

Reporting to the Manager of Community Planning, the Senior Planner reviews, assesses and reports on complex policy projects and controversial development applications such as Official Community Plan (OCP) and Zoning Bylaw amendments, Comprehensive Development Plans and Development Permits. The incumbent implements the District's vision in preparing land use bylaws and makes recommendations to District Council and Committees while ensuring compliance with applicable legislation.

The Senior Planner is an advanced position intended for Planners looking to gain leadership training. This position requires a sound understanding of planning and community development, and must have the ability to think innovatively, to adjust to political sensitivities, and have successful mentorship experience.

Nature and Scope of Work

1. Leads complex policy and regulatory projects such as, but not limited, to the creation of new or updates to existing policies and Bylaws such as Neighborhood plans, OCP, Zoning Bylaw, Amenity Contribution Bylaw, Housing Strategy.
2. Processes complex development applications such as rezoning, OCP amendments, development permits, development variance permits and Board of Variance approvals.
3. Supervises, trains and mentors divisional employees as well as assists in the preparation of employee performance evaluations and orientation of new employees.
4. Oversees the division to ensure divisional responsibilities and deadlines are met.
5. Coordinates and reviews work of consultants as required in a project management capacity.
6. Mentors and assists junior planners in the processing of a full range of development applications including but not limited to those noted above.
7. Assists management with improvements and refinement of development procedures and administrative policies.
8. Undertakes and presents research on social, environmental, and economic nature and makes recommendations to the Manager in regard to long-range planning initiatives.
9. Prepares and presents reports for consideration by Council and Committee of the Whole.
10. Provides comments on referrals from internal and external agencies, requests for information, and advice on matters such as subdivisions, and other planning related referrals.
11. Prepares funding and grant applications on behalf of the department.
12. Assists the public in development inquiries.
13. Represents the department and the District of Sooke on regional, inter-municipal, inter-agency, inter-government and community committee or boards.
14. Performs an exempt position from time to time, as required.
15. Performs other related duties as required.

Knowledge, Skills, and Abilities Requirements

1. Ability to function efficiently with limited direction, to establish and maintain effective working relationships with municipal officials and other employees, and to meet and successfully serve the public on a continuing basis.
2. Ability to maintain confidentiality of matters at all times.

3. Ability to effectively plan, organize, set priorities, and work well under pressure and to a deadline.
4. Ability to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information.
5. Thorough knowledge of business English.
6. Ability to exercise independent judgement and initiative and demonstrate sensitivity to political issues and impacts.
7. Ability to lead by example and sometimes deal with difficult and politically sensitive situations on behalf of the department.
8. Strong conflict resolution and mediation skills.
9. Thorough familiarity and proficiency with Microsoft Office Online, GIS application, records management application, and land management application, and the ability to learn other software systems as required.
10. Working knowledge of adopted District document management practices.
11. Working knowledge of the operations and functions of other District departments.
12. Advanced working knowledge of related municipal legislation, including *Local Government Act*, *Community Charter*, and *Freedom of Information and Protection of Privacy Act*, related statutes, laws, regulations, and precedents respecting land use and planning, the environment and climate change, and property development approval processes.
13. Working knowledge of developing and evaluating complex land use plans, policies, and bylaws.
14. Working knowledge project management including plan, policy, and public process development.
15. Working knowledge in fundamental planning principles, including planning theory, site planning, subdivision design, policy, and bylaw development.
16. Ability to adapt and learn new ideas, principles, and concepts in an ever-changing local government environment.
17. Strong interpersonal skills, written and verbal communication skills, and time management skills.
18. Superior organizational skills, public speaking skills, and preparing and presenting presentation skills.
19. Excellent team building skills.

Training and Experience Requirements

1. A Bachelor's Degree in Planning.
2. Must be able to maintain full membership of the Canadian Institute of Planners (CIP).
3. Minimum seven (7) years of experience in policy and development planning including two (2) years of supervisory experience.
4. A valid Class 5 BC Driver's Licence and a current Drivers Abstract.
5. A satisfactory Police Information Check.

The previous statements reflect the general duties considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all work requirements that are inherent in the job.
