

SENIOR MANAGER OF PLANNING

THE ORGANIZATION: VANCOUVER SCHOOL BOARD (SCHOOL DISTRICT 39)

With deep gratitude and respect, I am honoured to be learning and unlearning on the ancestral and unceded lands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh Úxwumixw (Squamish Nation) & səliwətał (Tsleil-Waututh Nation). We embrace Indigenous ways of knowing and learning and work to expand Indigenous perspectives across the curriculum and within our 107 schools and programs, where more than 50,000 students learn and grow, of which nearly 5% identify as being of Indigenous ancestry. The Vancouver School Board (VSB), respects, prioritizes, and supports Indigenous ways of knowing and learning.

At VSB, we are proud to provide exceptional learning experiences for students. As a large, urban school district, VSB is one of Canada's most diverse school systems. Equity and inclusivity are at the forefront of our approach to education. More than 7,700 staff work to create learning environments where every student thrives by prioritizing students' needs, applying evidence-informed practices and building relationships. VSB's culture reflects the diversity of our city. Students enrolled in VSB come from varied backgrounds and lived experiences and are encouraged to explore and share their unique selves and gifts.

Our commitment to students goes beyond academics. Students' overall well-being and sense of belonging are equally important. We strive to build a school system where every student can be their authentic self and succeed throughout their learning journey. In doing this work, we champion equity and accountability by making evidence-based decisions. As a learning organization, humility is our guidepost as we seek to continually improve student outcomes in service to them, their families, and the broader community. For more information about our school district, visit <https://www.vsb.bc.ca/>.



THE OPPORTUNITY: SENIOR MANAGER OF PLANNING

Reporting to the Executive Director - Facilities, the Senior Manager of Planning provides expertise in the areas of facilities planning, enrolment planning, land use and land asset strategies, as well as land utilization and education program distribution. The Senior Manager of Planning works with the team to conduct research, assessment and analysis, and maintains data to support the District's strategic enrolment planning initiatives. The Senior Manager works in partnership with District leadership and senior staff in the Vancouver Project Office on major capital project planning and feasibility studies. The Senior Manager of Planning represents the District on joint planning projects and partners with outside organizations to facilitate planning initiatives.

RESPONSIBILITIES

Long Range Facilities Plan (LRFP)

- Leads the development of the Long Range Facilities Plans to support the District's strategic education plan.
- Monitors local land use developments across the City of Vancouver including UBC to inform enrolment planning, and to provide VSB feedback on rezoning and development applications.
- Collects, maintains and utilizes all relevant data to manage enrolment forecasts and anticipate school capacity and utilization.
- Uses data to guide the planning for the five year Capital plan and Long Range Facilities Plan (10 years).
- Represent the District at Public Information and Consultation sessions on a range of policy matters and lead district planning initiatives and projects on emerging issues
- Represent the District as sessions related to new school capacity , land use development on school and non-education VSB owned properties, catchment boundary changes, long range facilities planning consultations, potential school consolidation or de-enrolment public sessions.
- Provide educational planning expertise for the district
- Conduct research and provide statistical analysis using applied principles and methodologies, including planning theory, systems and processes; evaluations, consultative, consensus building and problem-solving processes.

Capital Planning Projects

- Support the Seismic Mitigation Program (SMP) and the School Expansion (EXP) funding programs, including Enrolment forecasting of between five and twenty-five year time horizon particularly for local area studies that supplement district wide enrolment systems.
- Provide information and advice in the areas such as neighbourhood demographics, pre-enrolment processes, enrolment limits and forecasting to support Capital Project justifications and to search for opportunities to right-size, consolidate or expand facilities to improve the long term financial viability for the District's educational programs.
- Prepare reports, studies, policies and initiatives using planning knowledge and knowledge of local developments, market economics, to support projects that may include statistical analysis, GIS mapping.
- Engage with professionals in architecture, real estate development, appraisers to advance key projects sometimes of a confidential nature in that they involve potential land development scenarios at between five and ten school sites at one time.
- Lead the District's planning initiatives and projects; identifying issues for the District to address
- Design and implement initiatives involving District staff and stakeholders

Land Developments

- Liaise with City of Vancouver, UBC/UEL, and other key stakeholders to gather and exchange information on future school aged populations for the long range facilities planning.
- Understand the impact of district wide land developments, including increases or decreases in density, relative affordability and family composition trends.
- Liaise with the City of Vancouver as required under the Vancouver Charter and UBC/UEL under the relevant legislation in order to provide necessary context for district wide developments that will impact school growth, expansion, contraction or closure/consolidations.
- Have a thorough understanding of the School Act.
- Support and guide various studies and research to liaise with the Ministry of Education and Child Care and the Ministry of Infrastructure.

Supervision

- Supervises Project Planners (Exempt Staff) and Technical Support (CUPE 15 Staff)
- Recruits, evaluates performance, approves absence requests
- Reviews delegated tasks for accuracy and completeness

CANDIDATE QUALIFICATIONS

Education and Experience

- Bachelor's degree or Master's in Planning, Demography, Geography or Public Administration with some specialty in Educational Planning
- Member Canadian Institute of Planners (MCIP) preferred
- Minimum 10 years' experience in facility planning and land use development planning

Knowledge, Skills and Abilities

- Demonstrate ability to see the big picture and organizational impact
- Experience in a large government organization
- Maintain composure under pressure
- Show high level of initiative
- Build and maintain good working relationships through strong communication and interpersonal skills
- Possess strong analytical and problem-solving skills
- Able to exercise judgment
- Able to balance competing priorities and know when to escalate issues to Senior Management

COMPENSATION

The compensation package will be commensurate with the qualifications and experience of the successful candidate. The salary range for the position is \$131,703 to \$154,945 and a competitive benefits package and paid time off. Further details can be provided through the recruitment and selection process.

This position is currently 100% in-person at the VSB Education Centre (1580 West Broadway). Hybrid work opportunities may be available at a future date (subject to District approval).

This posting is ongoing until filled. The first applicant reviews will be scheduled for October 17th. Candidates shortlisted for interviews will be contacted at that time.

TO APPLY

To be considered for this position, please apply via Make a Future at <https://buff.ly/yA2AHyf> and include a cover letter and resume along with your application.

1. Create a profile on [Make a Future](#)
2. Click "Apply Now" under **Management** positions
3. Upload all supporting documents. **Your application must include a cover letter, resume and references (contacted only with your prior approval)**
4. Answer the job posting questions
5. Once your application has been submitted you will receive a confirmation email.

Additional Information for Applicants:

As a public body, the personal information provided in this application is collected and used by the Vancouver School Board ("VSB") in accordance with section 26(c) of the Freedom of Information and Protection of Privacy Act ("FIPPA"), RSBC 1996, c.165, as amended. This information will be used by VSB staff for the purpose of evaluating your qualifications, experience, and suitability for this position. It may also be used to verify the information provided, conduct reference checks, and/or contact you about next steps in the job competition. Pursuant to section 30 of FIPPA, the VSB takes reasonable security measures to protect the personal information within its custody and control, including what has been provided in this application. Should you have any questions about the collection and use of your personal information, please email recruitment@vsb.bc.ca.

The VSB has been given approval from the Human Rights Tribunal for a Special Program under s. 42(3) of the Human Rights Code. Under this special program, the VSB seeks to preferentially hire Aboriginal persons to a variety of teaching positions. Therefore, each applicant may wish to provide, on a voluntary basis, information whether they self-identify as an Aboriginal person.