



## JOB DESCRIPTION

Title:	<b>Senior Planner</b>
Department:	Planning & Development Services
Supervisor:	General Manager of Planning & Development Services
Date Updated:	February 2026

### Job Overview

The Senior Planner is responsible for project oversight, research, complex report writing, review of technical information, review of land use plans and other advanced professional planning duties. Reporting to the General Manager of Planning & Development Services, the Senior Planner acts as an advisor and consultant on general planning policies, objectives and requirements as well as land use proposals and comprehensive development applications. This position prepares professional reports, plans and bylaws of a complex nature related to official community plan bylaws, zoning bylaws, regional growth strategy bylaws and planning strategies and also carries out special policy-related projects from time to time.

### Key Responsibilities

- Performs advanced professional work related to variety of planning and development files and assignments;
- Manages complex planning studies, development applications and reviews consultant proposals;
- Reviews and processes complex official community plan amendments, and zoning amendments;
- Develops and manages project budgets, administers bidding processes, verifies contract expenditures and compliance;
- Conducts research and prepares statistical reports on land use, physical, social & economic issues;
- Provides professional planning assistance to member municipalities on varied land use projects;
- Manages the regional growth strategy, including implementation action and engagement with affected local governments;
- Develops plans, studies and analyses on a regional basis;
- Provides expertise and manages projects related to climate action, housing needs reports, and agriculture planning;
- Performs field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans;
- Schedules and conducts meetings with advisory boards and elected officials;
- Presents reports and other findings to staff, committees, and the Regional Board and serves as liaison to such committees;
- Attends Regional Board and Committee meetings;
- Collaborates on cross-departmental projects;
- Supervises junior planning staff as required;
- Supports the SLRD's emergency response mandate and assists the SLRD's emergency operations centre when activated. Duties assigned during an emergency may differ from regular duties.

## **Qualifications**

- Five (5) or more years of progressively senior Planning experience.
- An undergraduate degree in an appropriate discipline, plus a post-graduate degree (Master's) in Planning; or an equivalent combination of education and experience.
- Registered Professional Planner (RPP) and Certified Member with the Planning Institute of BC and/or the Canadian Institute of Planners.
- Demonstrated In-depth knowledge of one or more planning specializations, such as regional planning, regional growth strategies, climate action, housing, agriculture, or environmental planning.
- Advanced knowledge of the philosophies, principals, practices & techniques of planning and development.
- Excellent time management skills and the ability to manage projects effectively and meet firm deadlines.
- Excellent research and analytical skills.
- Strong report writing skills.
- Strong project management skills.
- Advanced oral communication and interpersonal skills and the ability to present research findings and complex projects to various boards and committees.
- Demonstrated experience engaging, consulting and collaborating with First Nations on planning initiatives and a commitment to collaboration, continuous improvement, and reconciliation with First Nations through respectful engagement, consultation and culturally informed practices.
- Ability to establish and maintain an effective liaison and working relationship with internal contacts; and external contacts from government agencies, the private sector, First Nations, and representatives of the public / community organizations.
- Ability to review plans and determine compliance with land use regulations and other Provincial enactments.
- Group facilitation skills and conflict resolution skills.
- Ability to work independently or in a team environment as needed.
- Ability to balance detailed work with a clear understanding of big-picture goals and Board-established strategic priorities.
- Excellent oral and written communication skills for preparing and presenting planning reports and projects.
- Excellent interpersonal skills for facilitating relationships with elected/appointed officials or other decision-makers.
- Group facilitation and public participation skills for use with community workshops, public open houses, and community engagement processes.
- Proficient in the use of computer hardware and software programs, including Microsoft 365 suite of applications, Internet applications, and GIS.
- A Valid BC Drivers License.