

## Planning Analyst

DEPARTMENT:	<b>Development Services</b>	STATUS:	<b>Fulltime</b>
NO. OF POSITIONS:	<b>One</b>	UNION:	<b>CUPE 387</b>
HOURS OF WORK:	<b>35 hours per week</b>	SALARY:	<b>\$66,566 - \$78,600 annually plus benefits (2019 Rates)</b>

The City of New Westminster has an immediate opportunity for a Planning Analyst in the Planning Division of the Development Services Department. The analyst will provide support and assistance to both development application and policy needs, including: managing the review of rezoning and other development applications in a timely manner; liaising with applicants, other City staff, professionals and the public; preparing reports and bylaw amendments; making presentations to community groups, City advisory committees and Council; researching, analyzing and interpreting information and data relative to planning projects, which are often large and complex; organizing, facilitating, summarizing and analyzing/interpreting public consultation processes; and providing key assistance in the ongoing research, technical analysis and guideline writing related to policy documents.

### Requirements include:

- Master's Degree in Urban Planning, plus solid work experience in planning, or an equivalent combination of training and experience.
- Eligibility for membership in the Canadian Institute of Planners would be considered to be an asset.
- Knowledge of best practices in community planning particularly at the local government level.
- Demonstrated ability in formulating and writing policy, including Official Community Plans, Development Permit design guidelines and other comprehensive planning policy.
- Demonstrated ability in community engagement and meeting logistical coordination, utilizing various online and in person methods.
- Considerable experience in presentation development, public information material creation and making technical information suitable for presentation to general audiences.
- Ability to collect, analyze and interpret information from a variety of sources and present conclusions and recommendations in graphic and written form.
- Demonstrated knowledge of the best practices related to sustainability and environmental policy, particularly as it applies to land use planning.
- Understanding of the best practices and tools applicable to the development approvals process including sustainable development principles, legal requirements, community engagement and project management.
- Experience with the development review process for small to mid-scale developments, particularly at the municipal level, from initial enquiry to Building Permit application.
- Experience in liaising and working with multidisciplinary teams, preferably at the municipal government level, including building collaborative relationships with Engineering and Parks and Recreation Departments.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts on matters related to the work; and to employ contemporary service excellence principles.
- Advanced level of proficiency with Microsoft Office, specifically PowerPoint and Excel. Working knowledge of GIS is considered an asset.
- Exemplary written and verbal communication skills.
- Ability to exercise diplomacy, tact and good judgment when dealing with sensitive and/or challenging situations.
- Ability to be self-directed and work with minimal supervision.

Apply by sending your **cover letter and resume in one document** quoting competition #21-40, by March 8, 2021 to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, e-mail to [hr@newwestcity.ca](mailto:hr@newwestcity.ca) using the following format in the subject line: **LAST NAME First Name #21-40**

*The City of New Westminster welcomes diversity and encourages applications from all qualified individuals.  
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.*