



District of North Saanich

SENIOR PLANNER PLANNING POLICY AND CLIMATE CHANGE

\$47.66 - \$50.65 per hour

The District of North Saanich invites applications for the full-time position of Senior Planner, Planning Policy and Climate Change. Under the direction of the Director of Planning and Community Services, the Senior Planner will focus on the development and implementation of municipal climate action priorities leading to the reduction of GHG emissions, developing climate change mitigation and adaptation strategies, and advancing the District's response to climate change through policy development and implementation.

The employee must use considerable initiative and judgment in carrying out the required tasks within this program. This is an advanced planning position that requires a sound understanding of climate change, planning policy and sustainability issues, sensitivity to the political realm, and requires innovative thinking on complex policy issues, specifically planning policy, including sustainability and climate change.

The Senior Planner will be the primary point person within the District for connecting climate change initiatives across departments, as well as external organizations and community groups. In addition, the Senior Planner will also be responsible for other planning policy initiatives including leading a review of the Whole Community Agricultural Strategy.

A university degree in Land Use Planning or a related discipline is required, plus six years of related planning experience, or an acceptable combination of experience, education and training. Applicants must be eligible for membership with the Canadian Institute of Planners.

This is a Union position and is subject to the terms and conditions in the collective agreement between the District of North Saanich and the Canadian Union of Public Employees Local 374. More information on this opportunity, including a complete job description, is available for review in the Employment section of the North Saanich website <https://www.northsaanich.ca/employment> or email careers@northsaanich.ca

Applications may be submitted by e-mail or mail before **4:00 p.m. on May 31, 2021** to:

Rachel Dumas, Director of Corporate Services
District of North Saanich
1620 Mills Road
North Saanich, B.C. V8L 5S9
careers@northsaanich.ca

The District of North Saanich thanks all applicants, however only those chosen for an interview will be contacted.



DISTRICT OF NORTH SAANICH

Section Name: PLANNING AND COMMUNITY SERVICES

Position Title: SENIOR PLANNER – PLANNING POLICY & CLIMATE CHANGE

Effective Date: April 2021

Reports to: Director of Planning and Community Services

Positions Supervised: N/A

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RESPONSIBILITIES

- Primarily responsible for strategic planning policy development with an emphasis on sustainability and climate change.
- Researching, planning, coordinating and implementing key sustainability and climate change projects and initiatives.
- Assisting in developing strategies and new initiatives, as well as preparing and updating policy documents.
- Conducting data analysis and policy review related to matters such as population and employment projections, housing, employment, marine and agriculture initiatives.
- Administering, coordinating, and developing policy on various planning issues, including those related to regional land use planning, sustainability and climate change related matters.
- Leading and participating in project related meetings and committees.
- Leading and planning public consultation and engagement processes related to long-range planning, climate change and complex land-use issues and policy development.
- Facilitating meetings, workshops, and outreach and engagement activities.
- Researching and analyzing data, and preparing comprehensive reports, documentation, correspondence, and other materials related to the work.
- Preparing and/or delivering presentations on complex and potentially politically sensitive topics.

- Liaising with various business units and external agencies and responding to inquiries.
- Preparing communications, including content for regular website and social media updates.
- Building partnerships with key partners and agencies and submitting grant applications
- Representing the District on various committees and projects as needed.
- Assisting other staff in performing their duties; and
- Performing related duties as required.

Qualifications

Education:

- University degree in Land Use Planning or similar field (4 years).
- Eligibility for membership with the Canadian Institute of Planners

Experience:

- Six (6) years of related planning experience, or
- An equivalent combination of education and experience

Knowledge, Skills and Abilities

- Considerable knowledge of the theory and practice of sustainability and climate change, in a municipal context.
- Extensive knowledge of the principles and practices of urban and rural land use planning and sustainability, including planning law and land use regulation.
- Well versed in ALC Act and other provincial regulatory processes related to land use and development.
- Exceptional ability to manage complex and sensitive policy projects.
- Ability to investigate and collect data on social, economic and physical issues and to discuss and develop policy.
- Ability to establish and maintain effective working relationships with other employees, elected officials, key partners, stakeholders and the public.
- Knowledge of administrative procedures within local government and of by-laws and policies related to planning.

Job Provisos

- May be required to perform additional duties as assigned by supervisor.
- May be required to attend events and Council or Committee meetings outside of regular work hours.