

Job Information

Job title	Agricultural and Food Security Planner	Job Code: AFSPLN	Pay Grade: P
Title of immediate supervisor	Manager of Community Planning		
Department/Division	Planning Department/Community Planning		
Prepared by	Cameron Scott		
Date Created	January 22, 2019	Revised date	

Job Purpose

Provides project management and leadership to support implementation of the Agricultural and Food Security Plan.

Duties and Responsibilities

- Manages and undertakes work to implement priority actions of the Agriculture and Food Security Plan.
- Discusses agriculture and food security policies and initiatives with the public and stakeholders and responds accordingly to needs and enquiries.
- Coordinates, implements and maintains a range of food system initiatives including developing, updating, monitoring and interpreting District plans, policies, regulations and guidelines.
- Works collaboratively and liaises with other municipal departments, government agencies and officials, consultants, developers, community stakeholders, associations, non-profit organizations, First Nations, and farmers to achieve department objectives.
- Works with stakeholders to provide guidance and support in areas such as coordination, partnership development and funding applications, and promote the overall vision for local agriculture and food systems.
- Researches, analyses and produces studies, reports and recommendations related to a variety of policy issues and programs to support and expand actions that enhance the resiliency of the local food system.
- Creates an annual work plan to align with priority actions and prepares and monitors program budgets;
- Prepares grant submissions and facilitates fundraising to support implementation actions.
- Provides technical input, drafts requests for proposals and selects, coordinates, monitors and reviews the work of consultants and/or contractors.
- Develops, facilitates and documents meetings regarding local food systems; leads preparation and delivery of engagement processes including communications, event structures, group discussions at workshops, seminars, open houses, and public meetings; and coordinates and delivers presentations
- Supports the Capital Regional District in efforts to establish a regional food and farmland trust.
- Manages and/or liaises with an advisory Committee on implementation and monitoring of the Agriculture and Food Security Plan.
- Collaborates with Bylaw Enforcement to develop strategies related to compliance and enforcement specific to agricultural lands.
- Performs other related duties as required.

Qualifications

- University undergraduate degree in environmental studies, agricultural sciences, social sciences, community development, urban planning or related discipline.
- Three years of related experience including agriculture, food policy and sustainable food systems issues in a municipal setting.
- Membership in the Canadian Institute of Planners or British Columbia Institute of Agrologists is an asset.
- An equivalent combination of education and experience may be considered.

Physical Requirements

No physical activity required.

Working Conditions

Works in an office environment.

Work schedule may require irregular hours including occasional evenings and weekends.