

## Job Information

Job title	<b>Agricultural and Food Security Planner</b>	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.
- Valid Class 5 BC Driver's Licence.

## Physical Requirements

No physical activity required.

### **Working Conditions**

Works in an office environment.

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