

ROLE SUMMARY

As part of the Parks Division management team, the Park Planning & Development Manager is responsible for directing all aspects of park acquisitions, planning, design, construction and the development of Saanich's park system.

The Manager is responsible for the development and maintenance of the multi-year capital plans, as well as the annual capital work programs. The Manager plans and prepares budgets, supervises staff, and must demonstrate organizational and supervisory skills, sound judgement and the ability to act independently.

The Manager is responsible for all aspects of internal/external liaison functions and community engagement processes for the work of the section. The incumbent works within a diverse, complex and dynamic environment and a constantly changing workplace. The Manager ensures the necessary liaison within the Department and with public agencies, consultants, developers, other civic departments, and community representatives and directs the preparation of appropriate responses to planning, design, and development issues.

QUALIFICATIONS

- University degree in Landscape Architecture or related field including courses in Urban & Rural Land Use Planning.
- Public Administration training would be an asset.
- Six years of related experience and supervision with direct responsibility for the planning, design, construction and management of park, trails, and open spaces.
- Project experience in a municipal government department would be an asset.
- Member or Eligible for membership in the Planning Institute of BC, or the British Columbia Society of Landscape Architects.
- An equivalent combination of education and experience may be considered.
- Considerable knowledge of urban and rural land use planning principles and procedures.
- Thorough working knowledge of occupational health and safety standards and practices, preferably in the public sector.
- Knowledge of municipal policies, bylaws, provincial and federal regulations as they apply to the working environment of Parks operations.
- Knowledge of computers, word processing, database, spreadsheet and parks operations/facility management applications
- Proven ability to effectively resolve conflict and negotiate with individuals or groups having competing interests to gain consensus and create mutually acceptable solutions.
- Professional knowledge of project management, financial management, budget preparations, and accounting processes.

- Ability to plan, direct, organize, and supervise the work of individual employees and work teams.
- Working knowledge of research principles, practices and techniques.
- Ability to write clear, concise, and complete reports.
- Demonstrated knowledge of policy development and implementation processes.
- Results-oriented with the ability to effectively manage multiple projects with tight timelines.
- Possession of a valid B.C. Class 5 Driver's License and a personal vehicle that meets the requirements described in the Transportation policy, available for use as and when required.

MAJOR ACCOUNTABILITIES

Advice & Support

- Provides expert advice on planning, landscape architecture, project management, conceptual and detail design, cost estimating, and preparation of specifications.
- Makes recommendations to assist with implementation of the District's strategic objectives.
- Keeps the Senior Manager of Parks apprised of operational developments that relate to the interests of the District.
- Attends Council, committee meetings, public information meetings, and other events as required to represent the Parks Division.
- Serves as a key member of the management group which is responsible for advising on and implementing the District's long-term corporate plans and policies; formulating and driving strategies for realizing key goals and objectives.
- Confirms project definition with other managers; ensures utilization of appropriate expertise for design, cost estimates, inspection and quality control.

Leadership of Staff

- Leads the development and implementation of design standards, strategic documents, process planning, studies and projects.
- Plans, organizes and supervises the activities of the Section and coordinates these activities with other groups and departments to ensure the safe, effective and cost efficient discharge of responsibilities
- Ensures the effective operation of the Section by providing for interviewing, selecting, and training of staff
- Prepares annual performance reviews, counsels, coaches and when necessary disciplines employees
- Maintains performance standards of employees and takes positive action to resolve issues.

- Establishes long and short term goal and priorities.
- Builds strong, open and collaborative working relationships characterized by mutual respect with superiors, peers and subordinates.
- Develops, leads and administers a Parks based volunteer program related to Urban Forestry and Invasive Species Management.

Division Operations

- Establishes work programs and sets priorities relevant to Division, Department and District objectives.
- Oversees the development of individual park plans.
- Provides input to Senior Manager, Parks on long term strategic park initiatives.
- Provides Parks Division input into other departmental plans as needed.
- Develops and implements processes for public participation, plan reviews, and approvals.
- Ensures the effective, efficient and safe operations, maintenance and construction of the parks construction section.
- Leads, researches, prepares, writes and presents a broad range of plans, reports and studies
- Implements the Division's capital construction program.
- Serves on various technical review and study committees; completes detailed technical, statistical and qualitative analysis of studies and reviews.
- Plans, organizes and directs the activities of the section.
- Approves requisitions, expenditures, and other transactions within the limits of authority.
- Liaises with other departments, senior government personnel, private sector developers, consultants, and the general public, for a variety of reasons.
- Prepares, manages and regularly monitors annual operating budgets, including quarterly reports, performance reports, bi-weekly work schedules and annual work schedules.
- Oversees the implementation of the District's health and safety program within the Division in accordance with the organization's strategic goals and legal requirements.
- Ensures District policies and standards are consistently applied and adhered to by the Division.

COMPETENCIES

Adaptability

- Is flexible in a changing work environment

Relationship Building

- Establishes and maintains respectful and cooperative working relationships

Effective Communications

- Communicates effectively with others

Problem Solving

- Recognizes and acts to resolve problems

Customer Focus

- Provides excellent service to both internal and external customers

Strategic Agility

- Anticipates future needs, opportunities, and consequences
- Uses a proactive approach to take action and achieve desired outcomes

Innovation

- Strives for innovation in the workplace
- Champions new ideas and creative solutions

Change Management

- Actively promotes appropriate change as a necessary business function
- Leads people through transition and change

Collaboration

- Initiates and fosters a spirit of cooperation to achieve corporate goals using a consultative approach

Supporting Employees

- Empowers employees to contribute to organizational success

Personal Insight & Impact

- Shows awareness of self and impact on others
- Works to improve own personal performance