

Job Information

Job title	Planning Analyst 1		Job Code: PLNAN1	Pay Grade: K
Title of immediate supervisor	Senior Planner			
Department/Division	Planning			
Prepared by	Carl Purvis			
Date Created	February 21, 2025	Revised date		

Job Purpose

Performs entry-level professional work and provides technical assistance and information to staff and the public regarding community planning, housing and development programs.

Duties and Responsibilities

- Supports the preparation of detailed reports and recommendations on planning proposals and policies to committees and Council.
- Supports and may facilitate, with oversight, community engagement activities representing the department on planning initiatives.
- Researches, analyzes and compiles information and statistical data and trends on a variety of planning matters as directed.
- Develops and monitors short- and long-term goals and metrics as identified within Council approved policies relating to housing, planning, and development, or others.
- Coordinates survey and data collection and analysis, including developing data sampling plans, surveys and forms for data collection, input analysis and reporting.
- Assists in the evaluation of permits, subdivisions, rezonings, Official Community Plan amendments, and other planning applications.
- Assists with the organization of public engagement events, the development of informational and public engagement materials and collation of results. Participate in small group discussions at workshops, open houses and public meetings.
- Establishes working relationships with planning staff, other District of Saanich staff and external partners to coordinate daily work activities, exchange information and continuously build knowledge and technical expertise in the planning field.
- Answers general telephone, email, and counter enquiries
- Performs other related duties as required.

Qualifications

- Master's Degree in Planning, Landscape Architecture or Architecture, or currently enrolled in an accredited planning program
- 3 months of experience in planning research, data analysis, or public engagement. Planning experience may come in the form of extra-curricular or volunteer activities, previous private or public sector planning work, public engagement or surveying, and self-led research or design projects.
- Eligible for membership in the Canadian Institute of Planners and the Planning Institute of BC
- Knowledge of the principles and practices of planning, including cross-functional knowledge involving other disciplines, e.g. engineering, recreational design principles.
- Proficiency in various software applications including: Adobe Creative Suites and Microsoft Office, including Word and PowerPoint
- Superior written and verbal communication skills and strong interpersonal and facilitation skills are required.
- An equivalent combination of education and experience may be considered.

Physical Requirements

No physical activity required

Working Conditions

Works in an office environment