

SENIOR PLANNER

DEFINITION

Under the general direction of the Manager of Planning, this position involves professional planning work in the areas of current or community planning programs of the municipal Planning Department. The employee must use experience, initiative and judgement in carrying out the required tasks within these programs and provide supervision to planners, planning technicians, and development assistants. Work is reviewed through discussions with the Manager, evaluation of written reports, public facilitation activities and performance in other departmental functions.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES:

- Under the direction of the Manager of Planning, provide staff support and supervision within either Current Planning or Community Planning programs, making technical and administrative decisions.
- Be responsive to the needs, enquiries and complaints of the public and staff.
- Works collaboratively within the Planning Department and with other municipal departments, municipalities, agencies, federal and provincial departments, consultants, contractors, developers and the community to achieve planning and departmental objectives which may include personnel issues, budgets, and technical issues.
- Prepares and presents reports to municipal Council and provides technical advice to them.
- Represents the Planning Department at Council and Committee of the Whole meetings, Public Hearings, advisory committees, community planning meetings and events as required.
- Prepares and maintains comprehensive community and local area plans through community and industry consultation.
- Directs the preparation of presentation material and undertakes the presentation of information before various groups and facilitates meetings and workshops.
- Manages complex projects from initiation to completion, developing associated work plans, managing project teams and adhering to timelines and budgets.
- Designs and delivers community engagement processes.
- Researches, analyses and produces recommendations related to a variety of policy issues.
- Undertakes a variety of planning studies and reports.
- Collects and analyzes data and develops recommendations for review.
- Discusses proposed developments with developers and the public and answers general enquiries within the context of the Official Community Plan and Strategic Planning directions.
- Administers the review and processing of applications for rezoning, development permits, environmental development permits and development variance permits.
- Reviews and supervises the review of development plans and building plans for development plan approval.
- Supervises the maintenance of necessary files and records related to current and strategic planning projects.
- Interprets, responds to enquires, and provides advise on Zoning Bylaw legislation for other departments and the public. Consults with the Manager of Planning, on complex interpretations and actions to be taken.
- Prepares letters, correspondence and reports on zoning amendments, development proposals, and land use policies, including recommendations on development applications for new or amending bylaws for consideration by the Advisory Design Panel, Director of Planning, Manager of Planning, Approving Officer, Municipal Council and committees.
- Reviews and signs off construction drawings, landscape plans and other graphic material for compliance with zoning and other approved permits.
- Maintains written and verbal liaison with development industry representatives including architects, engineers, Transit, School board representatives, Ministry of Transportation and Highways and other professionals concerning specific applications, liquor licensing, telecommunications, clean up of contaminated sites and related issues, as well as with the

- general public and community associations.
- Conducts preliminary review of development proposals as part of the Environmental and Social Review process.
 - Researches and prepares environmental policies, strategies, and bylaws related to stream stewardship, habitat protection, and ecosystem planning.
 - Collaborates with and assists Municipal Bylaw Enforcement Officers and provincial and federal agencies to monitor compliance with municipal bylaws and other regulations.
 - Under the direction of the Manager of Planning, supervises and directs Planners, Development Assistants and/or Planning Technicians assigned to either current planning or community planning including the assignment and review of work; and performance coaching and counselling. Maintains performance standards and takes positive action to resolve issues.
 - Assists the Manager of Planning with interviews, selection and hiring of new and advancing employees.
 - Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES ON THE JOB:

- Considerable knowledge of the principles and practices of urban and rural land use planning.
- Knowledge of administrative procedures within the municipality and of bylaws relating to plan and development approval implementation.
- Knowledge of planning law and land use regulations.
- Knowledge of a specialized area of planning, such as transportation planning, social planning or economic development.
- Considerable knowledge and experience in project management.
- Strong working knowledge of urban design concepts and practices
- Ability to design and deliver public engagement processes.
- Ability to conduct independent investigations, analysis and research on land use, social, economic and physical problems and to present conclusions and recommendations clearly and concisely, orally or in writing.
- Ability to effectively and efficiently use personal computers and standard computer based applications including word processing, graphics, databases and application tracking systems.
- Ability to organize and facilitate public meetings and workshops.
- Ability to effectively and efficiently plan, organize and manage workload and projects, set priorities, meet deadlines, and work under pressure.
- Ability to supervise, organize and direct the work of individual employees and work teams.
- Ability to communicate effectively in writing.
- Demonstrates Saanich Core Competencies as they relate to this position (see all behaviour statements):
 - Adaptability - willingness to be 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.

REQUIREMENTS:

- Master's Degree in Planning or similar field.
- More than five year's progressive experience in the field of public planning, preferably in a municipal Planning environment.
- Eligibility for membership in the Canadian Institute of Planners.
- Equivalent combination of education and experience may be considered.
- A valid BC Class 5 Driver's Licence.

STANDARDS:

- Support and uphold the established policies and objectives of the Municipality and the Division in all areas of activity.
- Will not release or discuss non-routine municipal or departmental business without prior authorization.
- Adhere to all established municipal and departmental rules and regulations.
- Maintain the performance levels set by the Division in the execution of all duties and responsibilities.
- Maintain a cooperative working relationship with employees, management, Council and the public.
- Maintain regular communication with Planning Manager, keeping them fully informed of all non-routine, urgent and/or controversial matters.
- Shall not receive or solicit a subscription, gratuity, or fee for or in conjunction with any service or presumed service performed by him/her as an employee.