

JOB DESCRIPTION



Job Title	Senior Planner		
Reports To	Manager of Planning	Job Grade	12
Department	Community and Development Services	Hours per Week	35
Location	Town Hall	Effective	June 1, 2023
EBG Employee:	No	Status	Full Time

Job Summary

The Senior Planner, under the direction of the Manager of Planning, will primarily be responsible for the interpretation of Provincial, Regional, and Municipal Policy Plans, guidelines, zoning by-laws, and other planning documents where those by-laws, policies, and documents apply to municipal planning policy and implementation and recommend changes to municipal documents and by-laws where required in a timely and efficient manner. The Senior Planner provides expert testimony at the Ontario Land Tribunal (OLT) when required. The Senior Planner will provide guidance, mentorship, and oversight to other planners in the division.

Job Requirements

- University Degree in urban, rural, or regional planning or related program.
- Minimum of five (5) years of experience. Experience working in a municipal environment would be considered an asset.
- Experience in both development planning and policy planning.
- Member of the Canadian Institute of Planners and a Registered Professional Planner (MCIP, RPP)
- Experience in heritage planning would be considered an asset
- Experience in a leadership role preferred.
- Technical knowledge of the Ontario Land Tribunal and court rules of procedure.
- High flexibility with strong interpersonal skills that allow one to work effectively in a diverse environment.
- Ability to communicate effectively both verbally and in writing, facilitate meetings and make presentations.
- Proven organizational, time management, analytical and problem-solving skills.
- Ability to prioritize and manage conflicting demands.
- Strong sense of ethics and the ability to handle sensitive or private information with tact and discretion.

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Job Duties

- Process *Planning Act* applications and liaise with required agencies/departments and the applicant throughout the lifecycle of the application.
- Provide excellent customer service by providing advice, assistance, and information on behalf of the Planning Division to agencies, developers, consultants, property owners, legal counsel, and the general public concerning planning legislation and Town policies (e.g., severances, official plan policies and subdivision/condominium, and general planning inquiries.)
- Formulate planning comments, create new policies based on professional experience and judgment, and provide supportable professional planning options and opinions on behalf of the Planning Division and the Municipality.
- Prepare reports and recommendations for development applications and policy documents, including Official Plan reviews/updates, Zoning By-law reviews/updates, and Secondary Plans.
- Prepare graphic displays and other visual aid material for public meetings, presentations and/or reports.
- Organize, attend, and facilitate public meetings and open houses.
- Research and report on current planning issues.
- Provide support for Planning Services or Community and Development Services projects.
- Participate as a Community and Development Services staff liaison for internal and external working groups.
- Respond to requests for information and comment on submissions from other government agencies, consultants, the public, applicants/proponents, lawyers, and other stakeholders in writing and verbally.
- Prepare procedural guidelines when required.
- Circulate and prepare reports to Niagara Escarpment Commission.
- Manage assigned planning or special projects, including research, analysis, and policy formulation, to meet deadlines and ensure compliance with the terms of reference.
- Perform project management responsibilities, including management of consultants, work plans, deadlines, and budgets.
- Coach, mentor, and provide advice to junior planning staff.
- Handle cash, cheques, and letters of credit related to planning matters.
- Ensure the highest standards of confidentiality and integrity at all times.
- Adhere to, support, and promote adherence to all Town policies and procedures, regulations, and other related guidelines.
- At all times, work in a safe manner promoting health and safety and compliance with the *Occupational Health & Safety Act*.
- Perform other duties as assigned by the Manager of Planning and/or Director of Community and Development.

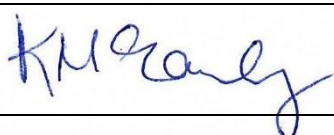
Competencies

- Attention to Detail - Attends to details and pursues quality in the accomplishment of tasks, regardless of the volume of duties encountered.

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- Client/Customer Focus - Provides superior service to both internal and external customers.
- Conflict Management - Foresees potential conflict and takes preventative steps. Handles conflict when it arises, assisting with resolution or determining solutions.
- Organization - Able to create or maintain processes to ensure all relevant information or tools are easily accessible.
- Problem-Solving - Able to break down a situation into smaller pieces to identify key issues and figure out the cause-and-effect relationships to resolve problems. Use logic and analytical methods to come to a realistic solution.
- Professionalism - Demonstrates professional standards of conduct when governing interactions between individuals in a business environment.
- Teamwork - Works cooperatively and effectively with others to reach a common goal. Participates actively in group activities fostering a team environment.
- Leadership - Works well with a wide range of individuals to provide support, coaching, encouragement, and direction.

Reviewed By: Name and Title	Kirsten McCauley, Director of Community and Development Services		
Signature:		Date Reviewed:	June 1, 2023
Approved By: Name and Title	Marnie Cluckie, CAO		
Signature:		Date Approved:	June 1, 2023
The above description reflects the general details considered necessary to describe the principal functions and duties required for proper evaluation of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job. Further interpretation of this Job Description is the responsibility of the Council, the CAO and/or the Department Director and, when applicable, in consultation with the 'Employee Bargaining Group.' The Corporation of the Town of Niagara-on-the-Lake reserves the right to make, modify, revoke, suspend, terminate, or change any part of this Job Description, in whole or in part, at any time.			