

JOB DESCRIPTION



Job Title	Senior Policy Planner		
Reports To	Manager of Planning	Job Grade	12
Department	Community and Development Services	Hours per Week	35
Location	Town Hall	Effective	May 22, 2024
EBG Employee:	No	Status	Full Time

Job Summary

The Senior Policy 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 Policy Planner will be responsible for policy projects, such as the review and update of the Town's Official Plan, Secondary Planning, project management of consultants for special projects, housing portfolio, and community design guidelines.

Job Requirements

- University Degree in Urban or Regional Planning or directly related field.
- Minimum of five (5) years of progressive experience in planning. Experience within a municipality is considered an asset.
- MCIP/RPP full designation required.
- Experience in a leadership role preferred.
- Demonstrated project management experience is preferred.
- High flexibility with strong interpersonal skills that allow one to work effectively in a diverse environment.
- Familiarity with techniques for interacting with in person, virtually and over the telephone.
- Strong sense of ethics and integrity and the ability to handle sensitive or private information with tact and discretion.
- Ability to effectively speak publicly to facilitate meetings and make presentations.
- Ability to effectively communicate both verbally and in writing.
- Ability to work individually as well as part of a team.
- Demonstrated time management skills.
- Ability to prioritize and manage conflicting demands.

Job Duties

- Preparation of terms of reference for long range policy planning projects, including project management.

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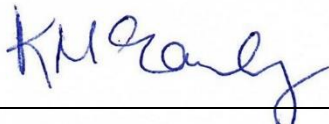

- Manage assigned projects and consultants, including research, analysis, and policy formulation, to meet deadlines and ensure compliance within the terms of reference.
- Focus on planning for progress items for policy related projects.
- Conduct the Official Plan review, monitoring and tracking for growth and development, and policy housekeeping.
- Lead the housing portfolio related to housing affordability and attainability.
- Typically deals with more complex, politically sensitive planning matters.
- Formulate planning comments and create new policies based on professional experience and judgment and provide supportable professional planning options and opinions on behalf of the Department and the Municipality.
- Provide advice, assistance and information on behalf of the Department to agencies, developers, consultants, property owners, legal counsel and the general public with respect to planning legislation, Town policies and implementation.
- Coach and mentor junior planning staff.
- Attend, lead and/or assist at public or information meetings when required.
- Research with regards to planning issues via the Internet, written papers, Local Planning Appeal Tribunal decisions, guideline manuals and site visits.
- Prepare reports and recommendations for policy documents, including Official Plan reviews / updates /amendments and Secondary Plans.
- May, from time to time, be responsible for the completion of the lifecycle of development planning applications.
- Respond to requests for information and comment on submissions from other government agencies, consultants, the public, applicants/proponents, lawyers, etc. both in writing and verbally.
- Assemble and prepare visual data for reports and presentations and for assisting in the formulation of recommendations to Council and Committees, including by-law and official plan schedules, aerial photos with overlays used for reference in reports, presentation material for meetings and hearings, digital photos, charts, location and land use maps, visual aids, etc.
- Provide expert testimony at the Ontario Land Tribunal when required.
- Prepare process and procedural guidelines when required.
- Control project specific spending within the approved budget for the Planning Department and approve invoices for payment.
- Handle cash, cheques and letters of credit relating to planning.
- Assist the Manager of Planning in their role and provide guidance, mentorship and oversight to other planners in the department when required.
- Always ensure the highest standards of confidentiality and integrity.
- Adhere to, support and promote adherence to all Town policies and procedures, regulations, and other related guidelines.
- On an ongoing basis use initiative to execute efficient work practices.
- Attend regular team meetings and support team building, working closely with others in the division and all other Town departments.
- Work in a safe manner promoting health and safety at all times and compliance with the *Occupational Health & Safety Act*.
- Other duties as assigned by the Manager of Planning and/or Director of Community and Development.

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Competencies

- Attention to Detail - Attends to details and pursues quality in the accomplishment of tasks, regardless of the volume of duties encountered.
- 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 cause and effect relationships in order to solve. 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:	May 22, 2024
Approved By: Name and Title	Bruce Zvaniga, Interim CAO		
Signature:		Date Approved:	May 22, 2024
<p>The above description reflects the general details considered necessary to describe the principal functions and duties required for proper job evaluation. It shall not be considered 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.</p>			