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| Job Title: Planner II – Long Range | | Pay Grade: 9 |
| Department: Planning and Development Services | | Reports To: Manager of Long Range Planning and Sustainability |
| JJE Maintenance Review Date: 2027 | Content Last Updated: 2023 | Position(s) supervised: N/A |

JOB SUMMARY

Under the direction of the Manager of Long Range Planning and Sustainability, the Planner II – Long Range Planning will focus on policy development and implementation of Comox Valley Regional District (CVRD) Board priorities and strategic initiatives; such as climate change adaptation and mitigation, active transportation, and the Regional Growth Strategy (RGS).

This planning position will work alongside the Manager to assist with long range planning initiatives for the CVRD and undertake a wide variety of regional planning work including assisting with complex planning projects and studies from initiation to completion including project management, grant writing, overseeing consultants, designing and delivering community engagement processes, conducting research, and preparing and presenting reports to diverse audiences.

MAJOR DUTIES AND RESPONSIBILITIES

1. Primarily responsible for strategic planning policy development including the project management of major projects or amendments to the RGS, Official Community Plan (OCP) and Local Area Plans (LAP) and other long range planning related strategic initiatives.
2. Responsible for researching, planning, coordinating and implementing key planning policies and programs, sustainability and climate change projects and initiatives.
3. Coordinates and assists with complex and sensitive policy and bylaw amendment projects from inception to successful conclusion.
4. Assists with the development of policy recommendations to ensure future projects align with the RGS, OCP and LAP. Uses business acumen and understanding of the organization's internal and external environment to develop solutions to manage risk.
5. Collaborates with various internal/external partners and rights holders at the local and provincial levels in the matter of seeking out funding grants and partnerships that will support the CVRD's policy initiatives and long range planning projects.
6. Coordinates and facilitates engagement and consultation opportunities with municipal and provincial staff on key projects and policy initiatives.
7. Plans, and facilitates public consultation and engagement processes related to long range planning projects and policy initiatives.
8. Conducts data analysis and policy review related to matters such as population and employment projections, housing, employment, and climate change initiatives in order to provide strategic input and advice on regional sustainability and growth.
9. Responsible for the development of staff reports, briefing materials, presentations and making recommendations to senior leadership, Board, and committees to support decision-making on complex and potentially politically sensitive topics.

10. Conducts comprehensive technical studies and research regarding a variety of complex and emerging land use, sustainability, planning and policy matters in both the regional and rural context. Prepares reports for review by senior management and the board.
11. Facilitates collaborative discussions and relationships among internal staff and external partners towards a decision-making process on planning and implementation impacts of key planning projects and OCP, LAP and RGS policies.
12. Coordinates and participates in meetings, workshops and open houses to develop and/or amend OCPs, LAPs and the RGS and other land use and planning matters as assigned.
13. Undertakes other assigned duties and projects as required.

REQUIRED EDUCATION AND EXPERIENCE

- A Master's degree in land use planning, environmental studies or other related discipline and over one and up to two years of directly related experience in long range planning;
OR
- Bachelor's degree in planning, environmental studies or related discipline and over two years and up to and including three years directly related experience in long range planning
- Equivalent combination of education and experience may be considered

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS *(required for acceptance into the job or to be acquired in first six months of being in the job)*

- Eligibility for membership with the Planning Institute of BC
- Possession of valid BC Class 5 driver's license

PREFERRED QUALIFICATIONS

- Preference will be given to candidates with local government experience.

KNOWLEDGE, ABILITIES AND SKILLS *(required for acceptance into the job or to be demonstrated in first six months of being in the job)*

- Sound working knowledge of the principles, practices and objectives of long range and current planning, sustainability and climate change
- Sound working knowledge of provincial legislation relating to the work, including the *Local Government Act*, *Land Title Act*, *Agricultural Land Commission Act*, *Strata Property Act* *Mines Act*
- Sound knowledge of provincial legislation relating to the work, (e.g. the *Local Government Act*, *Housing Supply Act*) and other provincial regulatory processes related to land use and policy
- Working knowledge and understanding of planning theory and practice of sustainability and climate change, sensitivity to the political realm within the local government context, and the ability to be an innovative thinker on complex planning issues and policies
- Knowledge and understanding of the mandate, vision, operating environment, business objectives, structure and operations of the CVRD
- Knowledge of project management methodologies and ability to provide day-to-day oversight of external consultants/contractors/stakeholders and execute projects
- Ability to evaluate land development proposals for compliance with the CVRD RGS, land use planning principles and the long-term strategic vision for the CVRD
- Ability to conduct research and write policy papers and reports regarding complex land use, planning and other related matters
- Ability to research and collect relevant data to analyze and develop policy and implementation strategies
- Ability to establish and maintain effective working relationships with colleagues, key partners, stakeholders and the public
- Ability to make presentations of complex material in understandable terms with professional confidence and ease

- Ability to self-direct, use sound judgement, handle multiple tasks simultaneously and manage multiple priorities
- Strong computer skills including proficiency skills with Adobe Acrobat, Explorer, web utilization skills and SharePoint application
- Ability to communicate effectively with the community, consultants, contractors and internal/external stakeholders (both written and oral)
- Excellent facilitation and leadership skills
- Excellent organizational, analytical, project coordination, and problem-solving skills.
- Excellent research and writing skills

EMPLOYEE SIGNATURE

This is to certify that I have read this job description:

Print Name

Signature

Date