



JOB DESCRIPTION

Job Title: **Head of Planning**
Direct Supervisor: Director of Development Services
Hours: Full-time (as per CUPE Agreement)
File Reference: 07-2560-02

Affiliation: CUPE 374
Salary: \$47.81/Hr (July 1, 2018 Rate)
Date Approved: January 2018

Position Summary

Reporting to the Director of Development Services, the Head of Planning is responsible for long and short-range planning in the Development Services department. In addition, the Head of Planning is responsible for providing strategic advice and direction on the development process, coordinating and advising planners on development applications and processes, communicating planning issues with other departments and other jurisdictions. The Head of Planning participates in public and technical meetings and represents the Development Services department at Council meetings.

The Head of Planning is an advanced position that requires a sound understanding of planning and community development, and must have the ability to think innovatively, the ability to adjust to the political sensitivities, and have proven ability to supervise and mentor planners.

Nature & Scope of Work

1. Supervises the planning function of the department including the preparation of long-range plans, policy and bylaw related documents and mentoring the planning staff.
2. Supervises and directs staff in the public consultation and strategic planning processes.
3. Directs and assists planners in the processing of a full range of development applications including but not limited to complex rezoning, development permits, OCP amendments, DVP's and Board of Variance applications.
4. Supervises and coordinates a team to develop and evaluate District policies and bylaws.
5. Supervises the undertaking and presentation of research on social, environmental and economic nature and makes recommendations to the Director of Development Services and Council in regard to long-range planning initiatives.
6. Negotiates with development interests and agencies amenity contributions and affordable housing.
7. Prepares and presents reports for consideration by Council and Committee of the Whole.
8. Provides comments on referrals from internal and external agencies, requests for information, and advice on matters such as subdivisions, and requests from FLNRO and RLC.
9. Assists the public in development inquiries.
10. Represents the Development Services department and the District of Sooke on Regional, inter-Municipal, inter-agency, inter-government and community committee or boards.
11. Performs other duties as assigned.

Knowledge, Abilities, & Skill Requirements

1. Ability to function efficiently with limited direction, to establish and maintain effective working relationships with municipal officials and other employees, and to meet and successfully serve the public on a continuing basis.
2. Ability to maintain confidentiality of matters as required.
3. Ability to work well under pressure and to a deadline.
4. Thorough knowledge of business English.
5. Thorough familiarity and proficiency with Microsoft Office.

6. Working knowledge of adopted District document management practices.
7. Working knowledge of the operations and functions of other District departments.
8. Working knowledge of related municipal legislation, i.e. *Local Government Act*, *Community Charter* related statutes, laws, regulations and precedents respecting land use and planning, and property development approval process.
9. Strong written and verbal communication skills including public speaking and making presentations.
10. Ability to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information.
11. Excellent conflict resolution and mediation skills.
12. Excellent organizational skills.
13. Excellent teambuilding skills.
14. Demonstrate proficiency in the core competencies of:
 - a) Adaptability: Willingness to be flexible in a changing environment
 - b) Relationship Building: Establishes and maintains respectful and cooperative working relationships
 - c) Effective Communication: Communicates effectively with others
 - d) Problem Solving: Recognizes and acts to resolve problems
 - e) Organization: Organizes work so that others will understand it, in order to achieve District goals
 - f) Customer Focus: Provides excellent service to both internal and external customers

Training & Experience Requirements

1. Completion of a Bachelor's degree in Planning or a related discipline.
2. Member of the Canadian Institute of Planners.
3. Minimum seven (7) years of diverse and progressively more responsible local government experience or equivalent experience in government/private sector.
4. Valid Class 5 BC Driver's License.

The previous statements reflect the general duties considered necessary to describe the principle functions of the job identified and shall not be construed as a detailed description of all work requirements that are inherent in the job.

APPROVED BY:

 Rob Howat
 Director of Development Services

 Date

 Brent Blackhall
 Director of Financial Services and
 Acting Chief Administrative Officer

 Date