



Manager of Planning

A small town with a big heart – filled with smiling faces.

Sooke embraces our natural assets including local parks, trails, waterways and oceanfronts; we honour the history of the lands of the T'Sou-ke and Sc'ianew (Cheanuh) First Nations within the Coast Salish Territory.

"Where the rainforest meets the sea." Characterized by warm, dry summers and mild winters, Sooke's pleasant climate is a year-round paradise for those who enjoy outdoor activities, such as hiking, biking, kayaking, or sailing.

Our team welcomes those who share our values of accountability, compassion, leading by example, respect, and service excellence to apply for this exciting opportunity.

The District of Sooke has a permanent employment opportunity for a Manager of Planning. Reporting to the Director of Planning and Development, the Manager of Planning oversees and effectively leads the operation of the Planning division by providing guidance, advice, and support on the development process, coordinating, and advising planners on development applications and processes, and communicating planning issues with other departments and jurisdictions. The Manager is also responsible for assisting the Director with creating an economic environment focused on attracting and retaining employment opportunities while advancing economic, environmental, and social goals. The Manager will assist the Director in implementing and maintaining the community economic development strategy for the District of Sooke ("District") which will, among other initiatives, stimulate business activity and investment in the District.

These goals and objectives will be achieved in a manner that is consistent with Council's environmental goals (consistent with environmental best practices) and nurtures the community's (the District's citizens) well-being. This position requires a sound understanding of planning and community economic development, and must have the ability to think innovatively, and the ability to adjust to the political sensitivities. Engagement, communication and relationship-building will be crucial to promoting and achieving sustainable growth through the expansion and retention of existing businesses and attraction of new businesses into the District.

To be considered for this role, applicants should have the following qualifications:

- A Bachelor's Degree in Planning, economic development, urban, rural, or regional planning, or equivalent, or a combination of experience and education.
- Must be able to obtain and maintain full membership of the Canadian Institute of Planners ("CIP").
- Minimum seven (7) years of policy and development planning in local government or equivalent experience in government or private sector.
- A minimum of three (3) years of management experience.
- A valid Class 5 BC Driver's Licence and a current Drivers Abstract.
- A satisfactory Criminal Record Check.

Additional consideration may be given to applicants with the following qualifications:

- Certified RPP member with the Planning Institute of BC (“PIBC”) or Canadian Institute of Planners (“CIP”).
- Demonstrated experience in Sustainability Planning and community economic development.
- Experience in the development of departmental and corporate long-range plans as well as budget formulation and reporting processes.
- Project management training and experience.

This position is excluded from the bargaining unit. The 2022 salary for the Manager of Planning is \$112,500/year, plus an excellent benefit package. To view the full job description and to submit the online Application Form, please visit the career page of our website at www.sooke.ca/employment.

Closing date for receipt of applications is 9:00 p.m. on Sunday, January 16, 2022.

The District of Sooke thanks all applicants for their interest and advises that only those to be interviewed will be contacted.