

Senior Planner, Community Planning

Job Classification Title	SENIOR PLANNER COMMUNITY PLANNING
Requisition #	
Division	City Planning
Section	Community Planning
Work Location	Scarborough Civic Centre
Job Location	Canada-Ontario-Toronto
Job Stream	Policy, Planning & Research
Job Type	Temporary, Full-Time
Temporary Duration	24 months

Job Description

The role of this Senior Planner, Community Planning is to be the one point of contact into the City for Site Plan applications for new schools and substantial additions. The individual will be responsible to track progress and resolve issues related to applications. The Senior Planner will also be required to mentor other City staff on school matters and will participate in the City/School Board(s) Committees and working teams. This position will work collaboratively with representatives of the Toronto School Boards.

Major Responsibilities:

Reporting to the Director, Community Planning, the Senior Planner in Community Planning will be responsible to lead the delivery of complex school related planning initiatives and assignments in the City Planning Division as well as the following:

- Acts as a team leader of planners, staff from other Divisions and support staff to ensure efficient, effective and timely delivery of planning services
- Analyzes complex planning issues, applications and studies and makes recommendations to the Division and City Council
- Engages the public and other stakeholders in the planning process and represents the City's/Division's interests in a variety of public forums as a champion of city building initiatives
- Acts as a mentor of other planners and contributes to a progressive culture of innovation and excellence in the Division
- Develops creative solutions to complex planning challenges in collaboration

- with others
- Negotiates and develops agreement in a complex environment of multiple stakeholders
- Represents the Division at Community Councils, Standing Committees and meetings with community groups, citizens, elected officials and management of other Divisions
- Conducts planning studies, reviews development applications, develops, recommends and drafts reports for Committees and Council
- Builds relationships with other Divisions based on partnerships and collaboration, aligned with corporate initiatives and priorities
- Maintains a familiarity with advances and best practices in the professional planning field in order to provide well-informed advice to the Division and City Council
- Undertakes special planning assignments, as required
- Demonstrates a high level of ethics and professionalism
- Acts as an expert witness, both preparing and presenting evidence on complex planning issues before the Ontario Municipal Board and other administrative tribunals

Key Qualifications:

Your application must describe your qualifications as they relate to:

1. University degree in planning, or in a professional discipline pertinent to the job function, or any approved equivalent combination of education and experience.
2. Extensive experience in delivering complex development applications with minimal direction, while balancing political, community and other stakeholder interests.
3. Extensive experience in assignments demanding a high level of critical judgment and analytical thinking.
4. Extensive conflict resolution experience in complex, multi-stakeholder situations.
5. Experience in leading and conducting planning studies and preparing plans.
6. Eligibility for membership in the Ontario Professional Planners Institute (RPP).

You must also have:

- Demonstrated ability to effectively represent the Division, maintain internal and external relations and work with community and special interest groups, the general public, developers and elected officials.
- Highly developed presentation skills and interpersonal skills, with the ability to communicate both verbally and in writing at all levels of the organization, and with elected officials, the media and the public.
- Demonstrated superior consulting and negotiating skills when dealing with the community, developers, other City Divisions, and public and private agencies.
- Excellent project management and computer skills, as well as the ability to prioritize and complete multiple project assignments.
- Extensive knowledge of the Planning Act, the Official Plan and the Development Review Process as well as current regulations and evolving planning policy trends.
- Knowledge of the Accessibility for Ontarians with Disabilities Act (AODA), the Occupational Health and Safety Act and other regulations/legislation that apply to the job duties.