

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT (PLANNING DIVISION – SUSTAINABLE COMMUNITIES SECTION - LOCATION – 71 MAIN ST WEST, 4TH FLOOR)

PLANNER I – COMMUNITY PLANNING - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Senior Project Manager, Community Planning, the Planner I, translates technical components of new and emerging theories and concepts into practical community/neighbourhood plan policy applications for specific clients. Research evidence, best practices and theory for the application in community and secondary planning. Leads community consultation processes and supervises project consultants. Provides policy interpretation, makes presentations, develops partnerships, acts as a departmental representative on projects and responds to inquiries.

GENERAL DUTIES

Prepare new Secondary Plans or area specific land use plans and review existing plans, policy and mapping, in coordination with other Departments, agencies and stakeholders.

Determines compliance of capital works, local improvements and development applications with Neighbourhood Plans and Secondary Plans.

Develop study framework and prepare terms of reference for projects, such as policy initiatives, Zoning By-law regulations/uses, and other land use/development planning related matters for various geographic scales to be undertaken by staff or consultants.

Undertake project management tasks for projects, including establishing and directing project teams in task coordination and project deliverables; monitor and report on projects.

Undertake and/or coordinate research, surveys and studies by collecting, evaluating, summarizing and reporting on data; compile and analyse information from various sources; identify and evaluate alternatives, formulate conclusions to balance competing interests including planning and municipal objectives; prepare and present recommendations for consideration by Committees and City Council.

Conduct site inspections; take notes and photographs to ensure accurate assessments of sites/areas.

Coordinates multi-disciplinary teams, develops inter-departmental partnerships, and builds commitment.

Develop, coordinate and/or lead public engagement processes such as public information meetings, open houses and stakeholder/neighbourhood meetings. Summarize and report on the outcomes of the public engagement process

Liaise and develop positive working relationships with applicants, developers, the public, elected officials, other departments, community groups and/or government agencies on planning related matters; analyse and report on information received and maintain sources such as key contacts and information sources.

Review, provide comments and recommendations on reports, studies, proposals, planning policy documents and federal, provincial or municipal planning documents to evaluate impacts on planning and development in the City of Hamilton.

Compose correspondence such as memorandums, letters on planning related matters to management, other staff, area residents, elected officials, public agencies, developers and consultants.

Provide planning support and expertise to junior planners as required.

Periodically oversees and provide planning support and expertise to students; recommend the hiring of and evaluate students working in Sustainable Communities section.

Prepare, coordinate and present evidence as an expert witness at hearings, such as Ontario Land Tribunal hearings.

Prepare and make presentations regarding planning related matters to Committees of Council, corporate and departmental teams, the public, other departments and staff teams and local organizations.

Act as the Department's representative to provide planning support and expertise at meetings such as technical steering committees, advisory Committees of Council, meetings with other planning staff, senior management, developers, clients, other departments and the public regarding the Official Plan, by-law amendments and/or other planning related initiatives.

Receive and answer written and verbal inquiries from staff, the public, elected officials, other departments, agencies municipalities, other levels of government, developers and from community groups and outside agencies including receiving and answering inquiries at a counter, in accordance with Departmental and corporate procedures. Record and monitor the frequency of inquiries.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Honours Degree in Urban and Regional Planning or a directly related field with a minimum of two years of professional experience in a relevant area of urban planning.
2. Full membership with the Canadian Institute of Planners or Ontario Professional Planner's Institute is preferred.
3. Demonstrated ability to work effectively in a team environment.
4. Expertise in at least two of the following areas: strategic planning, policy analysis, sustainable development, economics, or land use planning.
5. A high level of skill in research, problem solving, oral and written communications, facilitation and interpersonal relations. Demonstrated ability to prepare and write reports, policies and strategies.
6. Excellent analytical abilities with a thorough knowledge of analytical research methodologies and computerized analytical techniques.
7. Demonstrated ability to express ideas effectively, orally and in writing.
8. Familiarity with government and the political environment and relevant Federal and Provincial policy and legislation, notably the Ontario Planning Act.
9. Strong customer service skills with the demonstrated ability to receive and answer inquiries from staff, the public, other departments, agencies, developers and Council on planning related matters.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
