

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
(PLANNING DIVISION – POLICY/ PLANNING AND ZONING BY-LAW REFORM - LOCATION - 71 MAIN ST. W., 4th FLOOR)

PLANNER I – POLICY PLANNING – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Senior Project Manager, Growth Management Strategy. The job entails undertaking research, writing reports and presenting material (orally) on provincial and municipal planning policy, official plan and Zoning By-law matters for both the rural and urban areas. It also includes working with GIS data as it relates to planning tools.

GENERAL DUTIES

Receives and answers inquiries from staff, public, other departments, elected officials, municipalities, ministries and outside agencies.

Provides staff support to interdepartmental Staff Working Groups.

Collects and compiles data; analyzes and interprets data; formulates conclusions.

Maintains sources such as key contacts and information resources locally, nationally and internationally.

Liaises with municipalities, and community agencies on planning matters.

Co-ordinates public consultation - Public Information Meetings, Open Houses and Neighbourhood Meetings.

Reviews literature; reports on planning and policy issues.

Interprets policy and recommends changes to existing municipal and provincial planning policy.

Develops study designs, researches methodologies and terms of reference for projects.

Develops framework to evaluate and analyze information, policies and plans.

Reports on progress of projects.

Conducts surveys.

Inputs, manipulates and retrieves data.

Conducts site inspections; takes notes and photographs.

Writes reports such as research, technical and policy project reports and Committee reports.

Composes correspondence such as briefs and policy statements for senior management.

Reviews and interprets reports from other departments, municipalities, community agencies, consultants, Provincial ministries and other local, national and international organizations.

Prepares audio-visual, graphic and written presentations to committees for Council, local, organizations and the public.

Prepares and presents evidence at O.M.B. and Environmental hearings.

Acts as department representative at meetings.

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

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.

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 land use, planning.
2. Must be a Full Member with the Canadian Institute of Planners or the Ontario Professional Planners Institute.
3. Ability to work effectively in a team environment.
4. Knowledge of Official Plans, secondary plans, zoning by-laws and major City-wide initiatives in planning.
5. A high level of skill in research, problem solving, oral and written communications, and interpersonal relations.
6. Strong customer service skills with the demonstrated ability to receive and answer inquiries from staff, public, other departments, agencies, developers, public and Council on development related matters.
7. Excellent analytical abilities with a thorough knowledge of analytical research methodologies and computerized analytical techniques.
8. Ability to express ideas effectively, orally and in writing.
9. Familiarity with government and the political environment and relevant Provincial policy and legislation, notably the Planning Act.

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