

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
(PLANNING DIVISION – HERITAGE AND URBAN DESIGN – 71 MAIN STREET WEST, 4TH FLOOR)

NATURAL HERITAGE PLANNER – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Manager, Heritage and Urban Design, under the general supervision of the Senior Project Manager, Heritage and Urban Design, reviews and provides natural heritage advice on complex or sensitive planning applications and administer the City's natural heritage protection and planning programs. Administers natural heritage projects to protect and enhances natural areas as directed by Provincial Policy Statements.

GENERAL DUTIES

Assist in the preparation of an annual work program for natural heritage by setting priorities, budget and timelines estimates and staffing requirements.

Review and provide natural heritage advice on complex or sensitive planning applications.

Collect and analyse data, formulate conclusions, develop Official Plan policy relating to natural heritage.

Provide technical advice and expertise by representing the City's natural heritage interests on committees, at workshops and meetings.

Provide project management duties by researching and developing programs, assessing staffing and funding needs.

Receive and answer enquiries from staff, the public, elected officials, municipalities, provincial and federal governments and outside agencies.

Seek funding from outside sources for natural heritage programs.

Monitor, review and provide comments on legislation and programs instituted by municipal, provincial and federal governments.

Assist in hiring and managing of consultants.

Liaise with provincial and federal government agencies, property owners and consultants on a variety of natural heritage issues.

Prepare and present evidence at Ontario Land Tribunal Hearings.

Conduct site visits to properties to assess natural heritage features.

Give presentations to City staff, Council, other municipalities, agencies, local and national representatives.

Conduct media interviews on natural heritage matters.

Perform other duties as assigned.

Work 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. A Bachelor's Degree in Land Use Planning, Ecology, or a directly related field with several years of professional experience in a relevant area of natural resource management/ecology, planning theory and statistical analysis.
2. Experience with both terrestrial and/or aquatic environments as well as forestry would be an asset.
3. A high level of skill in scientific research, problem solving, oral and written communications, and interpersonal relations.
4. Excellent writing skills.
5. Familiarity with government and the political environment.
6. Experience before the Ontario Land Tribunal.
7. Must be a full member of the Canadian Institute of Planners.