

## JOIN OUR TEAM

### Manager of Development Planning

#### Working for City of Thorold

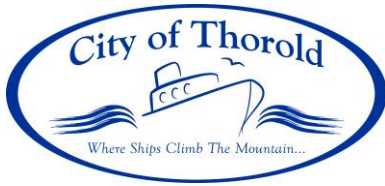
By joining the City of Thorold team, you will be choosing to become part of the fastest growing municipality in the beautiful Niagara region. Working with us means a great pension, benefits package and a supportive and collaborative team environment. We invest in our people and prioritize creating opportunities for our employees to learn and grow in their roles.

#### Primary Function

Reporting to the Associate Director/Chief Planner, the Manager of Development Planning is a technical expert in development planning responsible for assisting the Associate Director/Chief Planner with the management and supervision of service delivery functions related to development planning. This includes, but is not limited to providing supervision and leadership to staff within the development planning section of the Planning Division; reviewing and updating procedures to meet legislative requirements for development applications, coordinating the processing of development planning applications including coordination with internal departments and external agencies.

#### Duties and Responsibilities

- Manages and undertakes day-to-day planning activities as they relate to development planning
- Identifies opportunities for operational excellence and implements procedural changes to ensure legislative requirements and operational objectives are met
- Attend public, committee and council meetings as required
- Formulate thorough and comprehensive reports based on a thorough analysis of issues, with professional recommendations
- Thoroughly review staff reports for legislative compliance, risk management and good land use planning prior to advancement to the Associate Director/Chief Planner for consideration
- Manages and supports planning staff by creating a positive work environment that supports productivity and customer service excellence
- Ensures establishes policies and procedures are followed within the development planning section
- Assesses staffing needs, manages schedules and participates in recruitment process for the development planning section
- Identifies staff development opportunities and undertakes performance management/review, coaching and mentoring, disciplinary actions, career planning, staff engagement, health and safety
- Monitors staff workloads, establishes priorities, assigns work activities, projects and programs; reviews and evaluates methods/procedures, and meets with team regularly to identify and resolve matters
- Assists with developing the planning division's annual budget and monitors budget use for the development planning section
- Identifies service delivery efficiencies to achieve annual plans and objectives
- Responds to planning matters; monitors and expedites responses
- Manages expected outputs from external planning consultants providing temporary planning services to the city, as required



- Reports to the Associate Director/Chief Planner on operational risks, challenges, opportunities, and successes
- Monitors and reports on established KPI's set for the development planning section
- Represents the planning division in the community, upper-tier government, business, professional associations and professional functions as required or directed
- Acts as a staff representative on various committees of Council as required
- Responds to complaints in a professional manner
- Undertakes other duties as assigned

### Education/Experience/Skills

- Undergraduate or Graduate degree in land use planning
- (5) five years of progressive planning experience preferably in a municipal environment
- Project management experience considered an asset
- Previous supervisory experience is preferred
- Excellent with project management, communication, facilitation and negotiation skills
- Strong expertise in the review and processing of Planning Act applications
- Experience in facilitation, negotiation and staff supervision
- Ability to resolve progressively complex and comprehensive land use matters in a multi-tier municipal system
- Working knowledge and experience utilizing Provincial Policy Statement, Provincial Plans, the Planning Act, Municipal Act, Environmental Assessment Act, Official Plans, Zoning By-laws, development and subdivision agreements
- Exceptional verbal and written communication skills required
- Demonstrated political acuity in decision-making

### Conditions of Employment

Required to work under the direction of the Associate Director/Chief Planner. Work performed in a typical office environment. Occasional travel to meetings, training, and site inspections is expected. Must be able to work with no supervision. Mental and visual concentration are required. The above statement reflects the principal functions and duties as required for proper evaluation of the job. Other related duties can only be considered part of the job if they directly relate to the primary function contained herein. A detailed job description can be found at [www.thorold.ca](http://www.thorold.ca)

**Location:** Thorold City Hall/Development Services Location

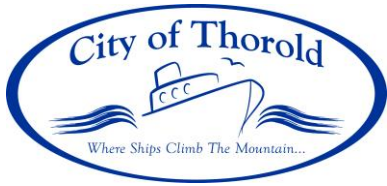
**Rate of pay:** \$102,367.00 - \$118,503.00 annually

**Position Type:** Full-time, permanent position

**Hours of Work:** 35 hours per week, 8:30am - 4:30pm, Monday to Friday

Interested candidates are invited to submit their detailed resume and cover letter to the Human Resources department, via [hr@thorold.ca](mailto:hr@thorold.ca) no later than **Thursday November 7, 2024**. Please indicate the position you are applying to in the email subject line. Only those applicants selected for an interview will be contacted.

In accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code, the City accommodates the individual needs of all applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform staff of the nature of any accommodation(s) that you may require.



# Thorold

Information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes.