

JOIN OUR TEAM

Senior Policy Planner/Project Manager

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.

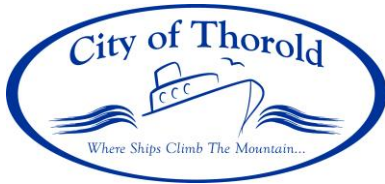
Primary Function

Reporting to the Chief Planner, the Senior Policy Planner/Project Manager position is responsible for leading strategic policy planning initiatives and projects including Official Plan updates, Secondary Plans, OP conformity and policy planning studies. As the policy lead, the Senior Policy Planner/Project Manager will provide leadership, guidance and technical competence with respect to research, policy analysis, and recommendation report writing while supervising the daily responsibilities and tasks of both the Planner and planning student positions. As Project Manager, the Senior Policy Planner is responsible for developing Requests for Proposal to hire external consultants to undertake various policy planning related projects and overseeing the capital budget of consultants.

Duties and Responsibilities

Planning Administration

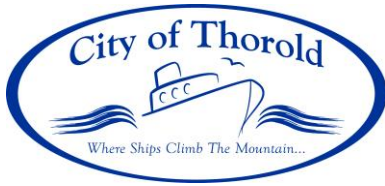
- Supervising and leading the Planner and Student Planner positions in the policy branch of the Development Services Planning Division; ensure efficient/effective organization of work, staff resources and project timelines
- Review and author recommended policy amendments to the Official Plan and performance standards and regulations to the Comprehensive Zoning By-law to ensure conformity with provincial policies and plans, legislation, as well as the Regional Official Plan
- Research, analyze, and prepare written reports regarding industry best practices in policy development and municipal approaches
- Review Environmental Registry (ERO) for proposed legislation and decisions and recommend next steps and potential for a modified work program
- Monitor land use planning trends and emerging issues and municipal responses to a changing policy planning landscape
- Authorship of recommended Official Plan policies as part of housekeeping amendments and/or external consultant planning project
- Develop Requests for Proposals to hire external consultants to undertake various policy planning related projects, including preparing project scope of work and/or terms of reference
- Evaluate consultant submissions for Requests for Proposals and make recommendation for consultant selection
- Plan, lead and/or oversee external consultants work with respect to Secondary/Neighbourhood Plans, sub watershed studies, growth management, employment lands, affordable housing, climate change and other land use policy matters.
- Monitor and evaluate internal staff and external consultants performance



- Ensure projects are delivered on time and on budget
- Oversee the capital budget of consultant projects
- Lead public consultation events and activities related to annual work plan projects
- Prepare and present reports to Council, the public, and stakeholder groups on policy projects and initiatives
- Chair interdepartmental and/or Technical advisory committees/working groups dedicated to policy planning projects and initiatives
- Receive and address inquiries from the public, staff, internal departments and government agencies related to policy planning projects in a professional manner
- Maintain public facing digital engagement platform and/or City website project page to ensure current-time access to project information and a platform for public input into project processes and deliverables
- Liaise with external agencies, senior levels of government and stakeholder groups with respect to strategic planning initiatives and policy projects
- Assist the Manager, Planning Services with the development of policies for planning processes
- Ensure planning projects, policies and initiatives are aligned with Council's strategic priorities
- Maintain planning files, both paper and electronic
- Liaise with external lawyers on matters requiring legal guidance and direction
- Complies with all health and safety practices as it relates to the work and the Occupational Health and Safety Act
- Responsible for ensuring the annual policy work program is based on approved budget allocation
- Responsible for overseeing consultant project budgets
- Provides advise and responds to inquiries from and/or liaises with residents, internal departments, other governments/agencies, elected officials, and special interest groups, etc. on planning matters
- Undertakes representative duties as the Senior Planner with the community, province, businesses/industries, professional associations, and inter-municipally as required/directed; includes attendance at hearings and meeting
- Undertakes special projects and performs other duties as assigned, in accordance with corporate objectives

Education/Experience/Skills

- 4-year Honours post-secondary degree in Planning or related field; graduate level Master's degree in Planning or related field is preferred
- Minimum of five (5) years of progressively more responsible policy planning experience
- Minimum of two (2) years of municipal planning experience is preferred
- Minimum of one (1) year experience in supervising professional staff is preferred
- Minimum of one (1) year experience in project management with external consultants is an asset
- Extensive knowledge of Provincial and Regional land use planning policies
- Experience with various GIS applications is an asset
- Member of the Canadian Institute of Planners and a Registered Professional Planner (MCIP, RPP) is preferred;
- Provisional/candidate membership with the Ontario Professional Planners Institute (OPPI) and the Canadian Institute of Planners (CIP) will be considered, however future full membership will be a requirement of an employment contract.
- Project Management Professional (PMP) Certification is an asset
- Applied, technical knowledge of applicable/related legislation/regulations, guidelines, policies and local by-laws;
- Applied, technical knowledge of computer hardware/software, including office software;
- Technical knowledge of tribunal/court rules of procedure;



- Strong analytical, critical-thinking, decision-making, negotiations and conflict resolution skills
- Well-developed coaching and leadership skills
- Excellent presentation skills and strong written communication skills
- Excellent organizational, time-management and multi-tasking skills
- Knowledge of routine office procedures, practices and equipment

Conditions of Employment

Required to work under the direction of the Chief Planner. Work performed in a typical office environment. The ability to work with limited supervision. Considerable mental attention and concentration with frequent interruptions. Must be able to deal effectively with the public, department staff, external approval/commenting agencies and Members of Council. Attendance at Council meetings and other meetings as required. Frequent work/meetings beyond traditional work days. Use of personal vehicle may be required for off-site meetings, site inspections and training. 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

Location: Thorold City Hall/Development Services Headquarters

Rate of pay: \$96,639.00 - \$110,352.00 annually (inclusive of a market premium)

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 no later than **Sunday December 15, 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.

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.