

City of Thorold

Manager, Planning Services (Non-Union)

Department.....	Planning and Development	Reports to.....	Director of Planning and Development
Pay Grid Level.....	8	Hours of Work.....	35
Position family.....	Manager	Location.....	City Hall

Job Summary

Reporting to the Director of Planning and Development Services, the Manager, Planning Services is responsible for assisting the Director with the management and supervision of planning service delivery functions. This includes, but is not limited to: providing supervision of the planning team; coordinating, planning and directing activities related to land use and property development; undertaking land use application review; overseeing staff duties associated with processing applications; and, reviewing and updating land use policies. In addition the Manager, Planning Services is also responsible for working on complex applications when required.

Qualifications

	Minimum Requirements
Education	<ul style="list-style-type: none"> Undergraduate or Graduate degree in land use planning or related field
Experience	<ul style="list-style-type: none"> A minimum of eight (8) years of professional experience; Four (4) years of progressive experience in a supervisory position preferably in the public sector
Qualifications, Certifications, Designations	<ul style="list-style-type: none"> Membership in the Canadian Institute of Planners and Ontario Professional Planners Institute (MCIP; RPP) Project management and business planning experience; Strong expertise in the review and processing of Planning Act applications including Draft Plans of Subdivision/ Condominium, Official Plan Amendments, Zoning Bylaw Amendments etc. Demonstrated abilities to lead policy planning initiatives such as Official Plan reviews, secondary plans etc. 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 <i>Planning Act</i>, <i>Municipal Act</i>,

JOB DESCRIPTION

	<p><i>Environmental Assessment Act</i>, Official Plans, Zoning By-laws, development and subdivision agreements</p> <ul style="list-style-type: none"> • Exceptional verbal and written communication skills required. • Demonstrated political acuity in decision-making
Number of Direct Reports	<ul style="list-style-type: none"> • 4
Titles of Direct/Indirect Reports	<ul style="list-style-type: none"> • Senior Planner (2) • GIS Technician • Planning & Development Services Clerk • Consultants and Contract Staff

Duties & Responsibilities

Department and Application Administration

- Assesses service needs and establishes plans, objectives and metrics for annual business plans to ensure section's alignment with corporate goals and objectives'
- Reviews and monitors development activity and undertakes procedural changes to ensure operational goals and objectives are met
- Works with planning team on planning policy and technical issues to recommend applicable changes as required
- Reviews and processes Planning Act development applications
- Leads and manages planning policy initiatives with the support of consultants and planning staff
- Prepares and submits applications to various public sector agencies to solicit funding, subsidies, allocations, etc.
- Prepares Official Plan and Zoning By-law Amendments, Subdivision and Development Agreements etc.
- Attends public, committee and council meetings as required.

Staff Leadership

- Manages and supports land use planning staff by creating a positive work climate that supports productivity and customer service excellence
- Improves staff performance in all aspects of land use service delivery;
- Assesses staffing needs and manages recruitment process
- Identifies staff development opportunities and undertakes performance management/review, coaching and mentoring, disciplinary actions, career planning, staff engagement, health and safety
- Monitors staff workloads, assigns work activities, projects and programs; reviews and evaluates methods/ procedures, and meets with team regularly to identify and resolve matters

JOB DESCRIPTION

Financial and Asset Management

- Manages, contributes and monitors annual budget for planning section;
- Identifies service delivery efficiencies to achieve annual plans and objectives

Other

- Responds to planning matters; monitors and expedites responses
- Makes recommendations on hiring consultants and/or other external resources undertake planning related projects and studies; prepares RFPs, evaluates proposals, monitors consultants' work and administers the agreements in accordance with policies and procedures
- Represents planning section in the community, upper-tier government, business, professional associations and professional functions as required or directed.
- Undertakes other duties as assigned

Working Conditions

Office environment.
Handles payments and securities when required.
Frequent work/meetings beyond traditional day.
Vehicular travel to meetings, training, site inspections.

Approvals

	Name	Signature	Date
Director			
Chief Administrative Officer	Manoj Dilwaria	<i>Manoj Dilwaria</i>	April 11, 2022

IMPORTANT NOTE

The statement above 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.

Updated: April 2022

	Name	Signature	Date
Incumbent			