



## **CITY OF THOROLD**

### **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, superb 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.

We are proudly home to Canada Games Park, an internationally recognized and certified athletics and wellness facility. Our 300+ acres of parks and trails, two community centers, two arenas and outdoor pool are what makes Thorold the ideal place to build your career.

#### **Position Summary**

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.

#### **The City of Thorold invites you to submit your resume if you possess:**

- 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

### **ADDITIONAL INFORMATION**

- Typical office environment
- Ability to work with limited supervision
- Mental and visual concentration
- Considerable mental attention and concentration with frequent interruptions
- Attendance at Council meetings and other meetings as required
- Frequent work/meetings beyond traditional work day
- Use of personal vehicle may be required for off-site meetings and training

The salary range for this position is **\$96,639.00 - \$110,352.00** inclusive of an annual market premium, includes a comprehensive pension and benefits package as well as a hybrid work policy. A job description is available on the City website at [www.thorold.ca](http://www.thorold.ca) .

Interested candidates are invited to submit their detailed resume and cover letter to the Manager of Human Resources at [hr@thorold.ca](mailto:hr@thorold.ca) no later than **Monday August 19, 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, 2005 and the Ontario Human Rights Code, the City will provide accommodation to applicants with disabilities throughout 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.