

JOB PROFILE

Planning Services– Planning & Building, Engineering and Environment

Senior Policy Planner

The successful candidate will provide expert advice; prepare reports and presentations on policy planning issues as they relate to the City's Official Plan, secondary plans and related policy matters with a focus on quality customer service and continuous improvement processes. Guided by the goals and objectives of the City of Guelph Strategic Plan and committed to the Corporate Values of integrity, excellence and wellness, the candidate will aid in the achievement of the Community Vision – to be the city that makes a difference.

HOURS OF WORK: 35 hours per week Monday to Friday between the hours of 8:30 am and 4:30 pm. Occasional evening work would be required to attend meetings.

DUTIES:

- Lead the finalization of the City's Official Plan update and subsequent provincial review and approval of the Official Plan Amendment.
- Begin developing a comprehensive inventory of and strategic implementation framework for the Official Plan Update, related to new initiatives, special projects and other new requirements flowing from the revised policies.
- Undertake policy planning studies, research and special projects as assigned by the Manager of Policy Planning and Urban Design.
- Provide expert evidence and interpretation of official plan policies and guideline documents.
- Provide creative solutions supportive of policies and guidelines.
- Coordinate and lead internal and external public and stakeholder consultation including public meetings and workshops.
- Perform other related duties as assigned.

QUALIFICATIONS:

- Extensive experience related to the duties listed above, normally acquired through a degree in Urban and Regional Planning or closely related field and a minimum 5 years progressive experience in policy planning and implementation within a municipal environment. Candidates with an equivalent combination of education and experience may be considered.
- Membership or eligibility for membership in the Ontario Professional Planner's Institute (OPPI) and the Canadian Institute of Planning (CIP).
- Demonstrated knowledge and skills in the application and interpretation of the *Planning Act* and other relevant legislations, policies and guidelines.
- A Master's degree in Planning or related discipline would be an asset.
- Demonstrated experience with Affordable Housing, Zoning Bylaws and Development Charges would be an asset.
- Knowledge of community energy conservation measures and associated policies and implementation is considered an asset.
- Must be experienced in giving evidence before the Ontario Municipal Board and similar tribunals.
- Strong leadership, project management, dispute resolution, negotiation and facilitation skills.
- Ability to work effectively in both team situations and with minimal supervision.
- Ability to provide a solution oriented, customer service approach using good judgement, creativity and

strategic thinking.

- Accomplished skills and experience in statistical analysis, research, evaluation and policy development.
- Intermediate skills in Windows based computer programs (Microsoft Word, Excel, PowerPoint).
- Excellent written, verbal and visual communication skills.
- Strong organizational skills with the ability to set priorities and meet deadlines in a demanding environment.
- Knowledge of the Occupational Health and Safety Act.

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