



Senior Planning Manager

Town of Edson

Competition Number: EDSOM-02

The Town of Edson prides itself on what it offers its residents and businesses today, but is striving to be a community that is well positioned to meet future demands. Responsible, sound and sustainable planning and development processes are paramount to achieving this goal. If you are interested in taking the Infrastructure & Planning Department to the next step, then our current vacancy of Senior Planning Manager may be the perfect fit for you.

As the Senior Planning Manager you will provide proactive leadership, engagement and strategic direction of the Planning and Development functions of the Town. Working closely with the General Manager, Infrastructure & Planning, Council, other senior managers and the public, you will act as a partner and resource for the organization by leading and guiding all aspects of Planning and Development. In an effort to foster greater environmental stewardship, you will also take a leadership role in developing digital solutions for development and planning processes creating greater accessibility and ease of use.

Leading a relatively small team, we are seeking an individual that will guide and mentor in a very regulated field, while still creating a fun and positive work environment.

The successful candidate must demonstrate the skill of being a natural problem solver with an attention to detail, be an exceptional communicator and must possess relevant post-secondary education and related experience.

If you are interested in joining our Team and contribute to setting the future direction of our community, please submit your cover letter c/w resume **quoting the Competition #EDSOM-02 by 4:00 pm March 22, 2019** to:

Human Resources
Town of Edson
PO Box 6300, Edson, AB T7E 1T7
Email: humanresources@edson.ca
Visit our website at: www.edson.ca

We thank all applicants for their interest, however, only those selected for interviews will be contacted.



Position: Senior Planning Manager

General

Reporting to the General Manager, Infrastructure and Planning, the Senior Planning Manager is responsible for oversight, program/policy design, and strategic direction for the Planning Division, as well as for economic development initiatives and land sales. The division regulates land use and development throughout the municipality to encourage economic growth and investment, maintain community/neighbourhood cohesion, mitigate land use conflicts, and promote quality of place. It also houses the Town's geospatial data and webmap program. Frequent interactions are necessary with residents, developers, businesses, and Council, as well as two reporting staff.

Primary Responsibilities and Authority

Operations

- Oversee subdivision, development, design, compliance, and related land use processes and approvals.
- Develop, update, and implement the legislative and policy framework governing land use in the municipality, including the Municipal Development Plan, Intermunicipal Development Plan, Area Structure Plans, Land Use Bylaw, and similar policy instruments.
- Develop and implement a long-range departmental planning framework by means of 3-year operational plans and 5-year capital plans.
- Work with developers to minimize compliance costs and procedural barriers while preserving the Town's interests and long-term vision, including in servicing and infrastructure, aesthetics, public safety, etc.
- Maintain high service and program standards throughout the division; monitor and update processes on an ongoing basis. Respond appropriately to complaints.
- Liaise with internal and external stakeholders throughout the subdivision/development process.
- Establish appropriate fees and rates for planning/development services.
- Consult with the local business community to institute economic development initiatives.
- Attend and present at Council, Committee, SDAB, or external agency meetings as required. Ensure reports and recommendations are well researched, accurate, and comprehensive.
- Manage contracts with service providers.
- Research and align operations with best practices and emerging trends.
- Engage/communicate with the public; ensure that the division is open and fair in its external dealings.
- Understand and comply with the Municipal Government Act and other provincial legislation, Town Bylaws, contracts, and policies.
- Respect organizational and staff confidentiality.
- Serve as the Planning Section Chief in the Emergency Operations Centre during a disaster response.
- Perform additional related duties as assigned.



Human Resources, Team Management, and Leadership

- Create a team environment which inspires hard work, dedication, collaboration, and excellence.
- Train, mentor, and support staff to ensure their success and professional growth, while delegating sufficient authority to enable independent and creative completion of assignments.
- Cultivate a working environment which embodies integrity, trust, and respect.
- Work with staff to recognize and support a balanced lifestyle.
- Support organizational integration by promoting collaboration across functional areas and departments.
- Manage challenging personal and interpersonal dynamics sensitively and respectfully; respond appropriately to reports of disrespectful conduct.
- In collaboration with Human Resources, manage the hiring, terms of employment, evaluation, discipline, and termination of employees.
- Plan, direct, coordinate, and adapt the activities and scheduling of employees.
- Provide recommendations regarding the organizational structure and staffing of Planning.

Financial and Budgetary

- Prepare annual divisional operating and capital budgets.
- Ensure that all procurement is completed in accordance with the approved budget, the Purchasing Policy, and other legal or policy requirements.
- Ensure fiscal responsibility and efficient revenue generation; pursue alternative funding sources (e.g. grants) wherever possible.
- Authorize purchases and accounts within assigned limits.

Health and Safety

- Comply with all Town policies, work procedures, rules, safety instructions and relevant directives in the Alberta Occupational Health and Safety Act, Regulation, and Code.
- Promote health and safety initiatives within the Division.
- Participate in workplace safety initiatives, including inspections and audits.
- Report all incidents, including near misses, to appropriate personnel.

Qualifications

Skills and Characteristics

- Thorough knowledge of the principles, practices and processes involved in community planning.
- Demonstrated effectiveness in developing and maintaining strong relationships with community and commercial/industrial groups.
- Creativity and innovativeness; ability to continually improve services in the face of new circumstances, conflicting interests, and resource constraints.
- Advanced organizational skills; ability to handle a variety of complex projects/tasks with competing priorities and strict deadlines.



- Superior understanding of the Municipal Government Act and related statutes, laws, regulations, with emphasis on land use planning and zoning, community planning, social planning.
- Ability to establish and maintain effective working relationships with employees, leaders and external contacts and interact in a manner that builds trust, credibility and rapport.
- Strong project management and well-developed research, comprehensive report writing, analysis and ability to present results to all levels in the organization.
- Planning, management, negotiating, analytical, collaboration, interpersonal and communication skills.
- High degree of initiative and professional excellence.
- A valid Class 5 vehicle Operator's license with a clean driving record.

Education, Experience, and Credentials

Generally, the following minimum credentials are expected:

- Post-secondary degree in Land Use Planning or related discipline. Master's Degree considered an asset.
- Demonstrated senior management experience, preferably in the municipal sector.
- Accredited as a Registered Professional Planner preferred, minimum of a candidate membership required (APPI Regulated members preferred).

Alternative combinations of education and experience which demonstrably provide the required knowledge and skills may be eligible in certain circumstances.

Salary Range - \$105,000 - \$115,000