

**PROJECT PLANNING LEAD****Opportunity Lethbridge***(Permanent, Full-Time; 75 hours bi-weekly)*

*The City of Lethbridge ([www.lethbridge.ca](http://www.lethbridge.ca)) proudly acknowledges that we are located at the heart of Siksikaitsitapi (Blackfoot) Territory, home of Kainai, Piikani, Siksika and Amskapi Piikani (Montana, USA) First Nations. Lethbridge is also located within the Métis Nation of Alberta, Region III. The City recognizes the diversity of our community and is working to ensure programs, services, facilities, and employment opportunities are inclusive to all people.*

*We are southwestern Alberta's largest community, close to the Rocky Mountains and strategically located two hours south of Calgary. Lethbridge is a growing, thriving community of just over 101,000 residents, with diverse recreational opportunities; fine restaurants and shopping; and home to two major post-secondary institutions -- the University of Lethbridge and Lethbridge College. Thanks to its location under the big skies of the prairies, Lethbridge enjoys a climate of mild winters and warm, sun-soaked summers. If you are driven to achieve results that promote growth and innovation, and are dedicated to consistently delivering a high level of public service, then the City of Lethbridge is your next career path destination.*

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**The Opportunity:**

If you are a seasoned planning professional with a love of community, who thrives in a project-based work environment, then Opportunity Lethbridge wants to hear from you. We are looking for an experienced Project Planning Lead (PPL) to prioritize our department's development and redevelopment initiatives, and develop comprehensive planning strategies, processes, and recommendations to successfully execute them. Opportunity Lethbridge is a newly forged department of the City of Lethbridge that brings together Real Estate and Land Development, Urban Revitalization, and the Lethbridge Airport with a laser focus on developing and executing on exciting growth and development opportunities in Lethbridge. Our team of seasoned professionals are experts in land acquisition and development; residential, industrial and commercial development and redevelopment; downtown revitalization; and general business attraction. We are looking for an accomplished self-starter, who can work across all of these sectors and bring people, ideas and resources together to transform Lethbridge into a place of cherished experiences and extraordinary opportunities.

**The Role:**

You will develop, align, and lead effective planning strategies and processes for the development opportunities and vision of Opportunity Lethbridge; and develop all project management related documentation. You will collaborate with a wide variety of internal and external partners; and design and facilitate community/stakeholder engagement opportunities. This will include working with the City's Infrastructure and Planning & Design departments; other development companies; home builders; industry associations; external not-for-profit entities; local businesses; and other government agencies. You will provide concierge-level assistance to investors and key business owners to successfully navigate zoning and planning processes; and manage multiple consulting contracts to ensure projects are delivered on time and within scope and approved budgets. Your success will be driven by your ability to analyze market trends and proactively stay abreast of development occurring with Alberta, across Canada, and globally. This will include conducting research on topics relating to development, redevelopment, economic development, investment attraction, and placemaking, as assigned; and preparing related reports.

**Your professional experience & skillset:**

As our top candidate, you will have seasoned planning and project management expertise, and a minimum of five (5) years' experience in managing large scale planning projects. This will be complemented by a post-secondary degree in Urban and Regional Planning, Business Administration, Economic Development, or equivalent. You will

have advanced knowledge of urban planning practices and contemporary best management practices in community development, as well as proficient analysis and research skills. You are known for your strategic mindset and are an innovative thinker that can critically analyze ideas; using logic to problem solve and implement solutions. You will also need to bring your superior relationship building skills to collaborate with many groups, along with your well-honed customer service skills. Successful communication and presentation skills, as well as political acumen and diplomacy, round out your professional profile.

*This will be complemented by:*

- *Team skills that are welcoming, collaborative and responsive; with a commitment to excellence in service*
- *Adaptability and comfort with change*
- *Advanced organizational skills in successfully managing multiple, time-bound priorities*
- *Financial competence to manage multiple complex project budgets*
- *A general understanding of legal documents such as right of way agreements, easements, and caveats*
- *Ability to deal professionally with individuals at all levels regarding confidential matters, including the public, internal departments, external stakeholders, officials, and other industry professionals*
- *Successful ability to work independently with minimal supervision*

*The City offers an attractive salary and flexible benefits package, as well as flexible work arrangements.*

***For further information on this opportunity, please contact:***

Abby Slovack, Land Development Manager at 403-320-4236, or by email at [abby.slovack@lethbridge.ca](mailto:abby.slovack@lethbridge.ca)

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Qualified candidates are invited to submit their resume with cover letter, online at: [www.lethbridge.ca](http://www.lethbridge.ca)

**Closing Date: Wednesday, December 8th, 2021, at 11:59 p.m.**

*All applicants are thanked in advance for their interest. Only individuals selected for interviews will be contacted.*

*Civic Admin Association*