



Make working for  
The City work for you.



## Manager, Planning, Advisory & Coordination Services

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

Reporting to the Director of Community Planning, the Manager, Planning, Advisory & Coordination Services will lead a public-facing team and act as a Chair of Calgary Planning Commission (CPC) meetings and as the Administration Representative to the Mayor at Public Hearings of Council.

As a member of the Planning & Development Services Management Team, you will be expected to foster an inclusive leadership approach that promotes equity, diversity and inclusion, as well as psychological and physical safety. As a strategic decision-maker, you will possess political acumen and have experience in leading transformational change and enabling innovation. Primary duties include:

- Manage and allocate financial and human resources, prepare budgets and formulate annual workplans.
- Mentor and coach employees in delivering on quality planning outcomes supported by innovative engineering solutions; evaluate divisional and individual performance.
- Provide leadership and guidance to Commission members, consult with City Clerks on recruitment activities, including reviewing, interviewing and short-listing potential public members for Council's consideration.
- Chair CPC meetings according to the CPC bylaw and procedure bylaw and undertake the annual Boards Commission and Committee for CPC report to Council.
- Provide direction on report writing and oversee and sign off on final reports and submissions for CPC and the Subdivision and Development Appeal Board (SDAB).
- Provide oversight on how Administration approaches appeals of the Development Authority's decisions; approve the use of Direct Control Districts according to the Land Use Bylaw.
- Collaborate with Learning & Development on curriculum and course offerings for Commissioners and internal employees.
- Support the Mayor and Public Hearing of Council proceedings by representing Community Planning and Planning & Development Services' broader goals and objectives.
- Provide professional and technical guidance, advice and decisions on planning matters.

### Qualifications

- A degree in Planning or a related field and at least 10 years of relevant professional planning experience, including at least 5 years of experience presenting to Council, Commission and external parties, and at least 4 years of experience leading and supervising a team.
- Equivalent combinations of experience and education may be considered.
- Certification as a Registered Professional Planner (RPP) is preferred.
- Experience and success in creating and executing a strategic vision and direction for a complex organization or division, ideally in a service-based environment is a preferred asset.
- Public sector experience, particularly municipal government experience in a large, multi-union environment, is a preferred asset.
- You demonstrate strong political acumen and have well developed public speaking, report writing and collaboration skills.
- Aligning with City [Corporate values](#), you will have demonstrated success in building, developing and leading strong teams, leading and managing change, developing and using metrics to improve organizational performance, deploying resources to achieve effective and efficient outcomes, and establishing and maintaining strong and positive working relationships with colleagues, clients, partners, and/or elected officials.

### Pre-employment Requirements

- Successful applicants must provide proof of qualifications.

Union: Exempt  
Position Type: 1 Permanent  
Compensation: Level H \$114,863 – 183,107 per annum  
Hours of work: Standard 35 hour work week  
Audience: Internal/External

Business Unit: Community Planning  
Location: 800 Macleod Trail SE  
Days of Work: This position works a 5 day work week earning 1 day off in a 3 week cycle.  
Apply By: September 15, 2023  
Job ID #: 308283

Apply online at [www.calgary.ca/careers](http://www.calgary.ca/careers)