

## Project Planner, National Urban Park Initiative (Planner I) Job Number: 43149

Are you interested in shaping the long term vision of the City's open space system and river valley, and engaging with residents, community partners, and other orders of government to deliver a unique open space initiative?

If so, the Urban Growth & Open Space Strategy Section of the Planning and Environment Services Branch of Urban Planning and Economy is looking to hire you!

The National Urban Park Initiative is a unique opportunity to work with other orders of government, community stakeholders, colleagues, and the general public to explore the possibility of establishing a National Urban Park in Edmonton. This is a new program offered by Parks Canada that seeks to establish a network of parks in urban centres, with the goals of supporting environmental conservation, connecting people with nature, and supporting Indigenous stewardship.

As a Project Planner for the National Urban Park Initiative, you will be responsible for leading and delivering public and stakeholder engagement, and fostering collaborative relationships among project partners and stakeholders.

In this role, you will:

- Develop engagement plans, strategies, and materials for internal and external partners and stakeholders, and the general public
- Review materials and provide quality assurance of engagement plans, reports, and materials prepared by consultants and other members of the project team
- Synthesize engagement feedback and incorporate results into project deliverables and outputs
- Support relationship-building, negotiations, agreements, and protocols with internal and external partners and stakeholders
- Facilitate internal engagement / collaboration with different business areas across the organization
- Establish and maintain positive collaborative working relationships with internal and external partners, counterparts in other orders of government, Indigenous communities, and community stakeholders;
- Act as a point of contact for stakeholders, business partners, and the general public
- Respond to inquiries from the public, City Council, and other business areas
- Perform other related duties as required

### Qualifications:

- Bachelor's degree in Urban and/or Regional Planning, Public Policy, Public Administration, Environmental Studies, Political Science, Communications, Community Development, Recreation, Tourism, or a related degree; a Master's degree in the above-noted disciplines is an asset
- Two years of progressively responsible experience in public engagement, stakeholder relations, communications, urban and/or regional planning, or environmental planning and management
- Past experience in Indigenous engagement is an asset
- Past experience working or collaborating with different orders of government is an asset
- IAP2 Certification (or similar) is an asset
- Knowledge of the principles and practices of urban planning, public administration, or environmental and/or open space planning
- Excellent negotiation and communication skills, including the ability to present complex information effectively both orally and in writing
- Ability to establish and maintain effective working relationships with a variety of internal and external partners and stakeholders and appropriately engage the public
- Ability to build personal networks, including establishing and maintaining effective working relationships across City Departments and externally with industry, government and community partners
- Strong time management and project management skills
- A balanced ability to see the big picture combined with the ability to be detail oriented
- Knowledge of computer systems, including word processing and spreadsheets in the Google or Microsoft environments
- Knowledge of mapping applications such as ArcGIS, is an asset
- Demonstrated ability to achieve results in the context of a respectful, inclusive and service-minded style
- Embrace the Cultural Commitments of Safe, Helpful, Accountable, Integrated and Excellent, and foster an environment that encourages others to do the same
- Demonstrate the key behaviours and attributes of the City's six leadership competencies: Courage, Inclusivity, Values-Based Influencer, Collaborative Networker, Systems Thinker and Creative Innovator
- Applicants may be tested

The City of Edmonton is committed to inclusive, respectful and equitable workplaces that represent the communities we serve. We continuously improve our systems, policies and practices to remove barriers and ensure our employees, in all their diversity, can succeed. We value applicants with a diverse range of skills, experiences and competencies, and encourage you to apply. To learn more, see the Art of Inclusion: Our Diversity and Inclusion Framework here: <https://bit.ly/3hd2d95>.

The City of Edmonton strives to provide reasonable access and accommodations throughout the application and selection process. If you would like to request an accommodation at any stage of the process, please contact [Employment@edmonton.ca](mailto:Employment@edmonton.ca)

**COVID-19 Notice:** The City of Edmonton has implemented a COVID-19 Vaccination Policy. Employees must be fully vaccinated against COVID-19 and provide proof of vaccination. Employees who cannot be fully vaccinated on the basis of a protected legal ground (e.g. medical, religious) may request an exemption. Please note that this policy applies to all employees, including new hires, and volunteers. If your application is successful, you will be asked to provide proof of vaccination or request an exemption.

For more information, please refer to our COVID-19 Vaccination Policy ([bit.ly/3IKwb6j](https://bit.ly/3IKwb6j)) and COVID-19 Vaccination Procedure ([bit.ly/39BICMt](https://bit.ly/39BICMt)).

**Up to 1 temporary full-time position for up to 11 months**

**Hours of Work:** 33.75 hours per week (the successful candidate will be able to work 40 hours per week if that is their preference)

The weekly hours of work for this position are currently under review and may change at a future time. Any changes will be made in accordance with the City of Edmonton/Civic Service Union 52 collective agreement and the incumbent will be notified in advance.

**Salary:** \$45.846 - \$57.931 (Hourly)

**Talent Acquisition Consultant:** HJM/JB

**Classification Title:** Planner I

**Posting Date:** Mar 11, 2022

**Closing Date:** Mar 25, 2022 11:59:00 PM (MDT)

**Number of Openings (up to):** 1 - Temporary Full-time

**Union:** CSU 52

**Department:** Planning and Environment Services

**Work Location(s):** 7th Floor Edmonton Tower, 10111 104 Avenue Edmonton T5J 0J4