

Job Posting

Edmonton

Principal Heritage Planner Job Number: 48704

The City of Edmonton, is recognized as one of Alberta's Top Employers and continues to attract and retain employees who are passionate about their community, proud of the work they do and committed to making Edmonton a great place to live, work and play.

The Principal Heritage Planner role is responsible for executing and evolving Edmonton's historic resource management program. Edmontonians value historic resources and this position works to identify, protect, and maintain these resources within the constraints of applicable provincial legislation.

It is a specialized planning position that also involves developing policy about historic resources, doing public education, liaising with heritage preservation advocates and other levels of government, and working with citizens and stakeholders who are part of or become involved with the city's heritage ecosystem. If this interests you, we would like for you to join our team - please read on for more information.

With a focus on the [City of Edmonton's Cultural Commitments](#) to be Safe, Helpful, Accountable, Integrated, and Excellent you will:

- Prepare heritage inventories. The position undertakes the preparation of heritage inventories and/or engages and manages consultants hired to prepare such inventories.
- Maintain the Inventory and Register of Historic Resources in Edmonton
- Administer the Heritage Reserve Fund. The position disburses financial incentives to designated Municipal Historic Resources by approving and processing Rehabilitation and Maintenance Grants, and recommends changes to the grant program to address evolving needs and make best use of the Reserve.
- Regularly update financial projections
- Communicate and do client relations. The position provides ongoing support to internal and external clients in relation to a variety of matters and updates to program web content and application forms
- Use specialized planning and design skills plus historical research to craft Statements of Significance for historic resources
- Prepare designation bylaws and the associated Rehabilitation Incentive and Maintenance Agreements
- Prepare amending bylaws as required
- Provide expert advice to planners and development officers who receive applications for properties with heritage significance
- Perform other related duties as required

Qualifications:

- Bachelor's degree in Urban Planning or a degree related to the functions of the position
- Four years of land use and/or policy planning experience in the public and/or private sector that includes:
 - Heritage conservation work
 - Land use planning policy development
 - Land development processes
 - Broad and demonstrated experience in handling projects
 - Public and stakeholder engagement
 - Master's degree is an asset.
- Membership, or eligibility for membership, in the Canadian Institute of Planners is an asset
- Strong knowledge of heritage conservation practices, standards and guidelines
- Some knowledge of urban history and architectural history
- Ability to handle politically sensitive projects and topics
- Strong negotiation skills
- Experience working with and integrating multiple planning functions, e.g. urban design, land use, parks, drainage, public and stakeholder engagement
- Experience providing information to various stakeholders regarding community and land use planning, proposals, including public engagement, issue identification, plan preparation and the resolution of planning issues
- Project management experience related to project planning, managing scope, timelines, budgets and consultants
- Familiarity with project budgeting, specifically as it relates to building construction
- Research, analytic skills, and critical thinking skills to support decision making
- Current knowledge of the provincial legislative framework, economic and legal trends that may influence or impact planning policy, statutory framework, regulations (e.g. Zoning Bylaw), including as they pertain to historic conservation
- Demonstrate alignment with the Cultural Commitments of Safe, Helpful, Accountable, Integrated and Excellent, fostering an environment for others to do the same. For more information on the City's Cultural Commitments, please visit [edmonton.ca/our-culture](https://www.edmonton.ca/our-culture)
- Demonstrate the foundational competencies, key behaviours and attributes of the City's six leadership competencies: Courage, Inclusivity, Values-Based Influencer, Collaborative Networker, Systems Thinker and Creative Innovator. For more information on the City's leadership competencies, please visit [edmonton.ca/our-culture](https://www.edmonton.ca/our-culture)

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.

Up to 1 permanent full-time position available

Hours of Work: 33.75 hours per week

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: \$48.106 - \$61.389 (Hourly)

Talent Acquisition Consultant: RD/RA

Classification Title: Planner II

Posting Date: Jan 24, 2024

Closing Date: Feb 7, 2024 11:59:00 PM (MST)

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

Union : CSU 52

Department: Planning and Environment Services

Work Location(s): HSBC Bank Canada Building, 6th Floor, 10250 - 101 St Edmonton T5J 3P4

Visit www.edmonton.ca/careers for information on how to apply