

Job Title: Supervisor, Statutory Plans

Requisition ID: 2375

Affiliation: Exempt

Position Type: Permanent Full Time

Number of Openings: 1

Bi-weekly Working Hours: 70 hours bi-weekly

Department/ Branch: Planning and Development, Community Development Planning

Job Location: Fort McMurray

Salary Range: Competitive Salary

COLA: Bi-Weekly - \$480

Closing Date (dd/mm/yyyy): 10/12/2023

Posting Type: Internal and External

GENERAL DESCRIPTION:

The Supervisor, Statutory Plans is responsible for providing guidance and support to resolve complex statutory settlements planning issues. The incumbent leads the department and sets priorities in developing, implementing, and evaluating ongoing statutory improvement programs. Primary responsibilities of this position include:

Employee Development: Performs supervisory tasks for assigned team members. Works with team to plan and balance workload. Ensures teams are managed fairly and consistently and that work processes are followed and coordinated to ensure service levels. Mentors, coaches, and provides support to staff.

Research and Implementation: Participates in the continuous research, development, improvement, and implementation of effective departmental strategies, tools, and guidelines based on the municipality's best practices. Analyzes the effectiveness of departmental programs and makes suggestions for further improvement. Provides input to department business plans, initiatives, and budget to ensure continuous achievement of department goals.

Departmental Guidance: Prepares statutory planning submissions. Participates in provincial government task forces on legislation and regulation changes. Prepares realistic work programs to produce required plans and studies in accordance with department business plans. Ensures all projects in department are being conducted in accordance with federal and provincial legislation, municipal bylaws, policies, and practices. Coordinates the preparation of reports required for assisting Council in making decisions on regional planning related issues.

SKILLS REQUIREMENTS:

Candidates need to show evidence of the following:

- Ability to empower people, strong organizational skills, and use of innovative approaches in situations involving rapid change, shifting priorities, and/or simultaneous demands.
- Excellent interpersonal, analytical, and communication skills both verbal and written, as well as a demonstrated ability to assess situations from a business perspective.
- Strong team player with a collaborative style and project management and facilitation skills.
- Proven customer focus with demonstrated ability to build effective relationships with internal customers, external providers, and industry contacts.

- Adherence to administrative directives, policy, and legal requirements with knowledge of multicultural and other diversity and inclusion issues and strategies.
- Working knowledge and experience with transit-oriented development principles and sustainable development practices.
- Training and experience in planning law; broadly familiar with Alberta legal framework.
- Proficient in various software applications including MS Office.
- Sound, practical judgment using independent decision making.

EDUCATION:

- Degree in Urban Planning, Public Administration, Economics, or Political Science. An equivalent combination of education and experience may be considered.
- Designated Planner is preferred.
- Masters degree in Land Use Planning would be considered an asset.

EXPERIENCE:

- Five (5) years of experience in a municipal planning environment with a minimum of two (2) years of experience in a leadership/supervisory role.
- Experience working in a public sector environment with unionized and non-unionized employees considered an asset.

OTHER REQUIREMENTS:

- Submission of a Criminal Record Check.
- A valid Class five (5) Operator's License is preferred as incumbent may be required to operate a personal or municipal vehicle for business use.

SAFETY:

As an employee of the Regional Municipality of Wood Buffalo, the incumbent is responsible and accountable for knowing and working in accordance with the Health and Safety Directive. As per Section 2 of the Occupational Health and Safety Act, the incumbent shall ensure, while in the employ of the Regional Municipality of Wood Buffalo, the health and safety of employees, contractors, and the public.

This position is employed in a supervisory capacity. As such, the employee is required to obtain additional safety training in accordance with municipal procedures and directives.

**To apply: Please visit our website at jobs.rmwb.ca
Current employees must apply through the internal Careers site.
We appreciate the interest of all applicants; however, only those individuals
selected for interviews will be contacted. Late applications will not be accepted.**