

Supervisor, Planning Policy

Requisition Number: 220

Job Type: Permanent Full-Time

Location: Rocky View County, Alberta

Number of Positions: 1

Minimum Salary: \$112,723

Rocky View County values our employees and provides a welcoming and stable work environment where positive energy, creativity, and a service mindset are encouraged. We seek individuals who enjoy making a difference and contributing meaningfully to a vibrant community. Our valued and diverse team of 500+ employees are provided with the same concern, respect, and caring attitude as the over 40,000 people who call Rocky View County home.

At Rocky View County we value employee work/life balance. Staff are provided with opportunities to grow professionally while being supported with paid training, a competitive salary, benefits after 30 days, 27 paid days off in their first year, plus general holidays, a pension plan, paid sick time, and a hybrid work environment for eligible positions.

Position Summary

This is a senior professional planning position that requires the individual to demonstrate and draw on expertise acquired from extensive, varied and progressively more responsible levels of advanced professional planning experience. The Supervisor provides leadership, coordination, and collaboration among the appropriate stakeholders in managing planning applications, the creation and revision of statutory documents, and the review of municipal policy.

Presentations to Council, Boards, Committees, Public groups, and organizations are an integral component of the scope of duties. The Supervisor will act as a resource person and mentor Senior Planners and other department personnel. The Supervisor works in conjunction with the Manager to develop short- and long-term strategies for the section. In the absence of the Manager, the Supervisor may be required to assume the duties of the Manager.

Core Accountabilities

Daily Operations

- Oversee the Planning Policy program areas under direction of the department Manager, including statutory plan creation, revision and monitoring, active transportation, parks and open space master planning, and department process improvement.
- Participate in the development, implementation and evaluation of objectives, policies and procedures.
- Monitor and review Municipal and Intermunicipal Planning Legislation, policy, processes, plans, and initiatives.
- Liaise with members of intradepartmental committees involved in joint projects and initiatives.
- Perform, manage, and prepare reports for complex and sensitive professional planning projects, research, and analysis.



ROCKY VIEW COUNTY

- Oversee specialized planning functions such as large-scale new development proposals.
- Advise various councils, boards, commissions, and elected officials in planning-related issues.
- Prepare reports on operations and activities, recommending improvements and modifications.
- Act as a technical resource to provide support to employees and the public at counter.
- Reviews and responds to public inquiries as required.
- Acts in a professional and responsible manner to protect the integrity of employees and the business of Rocky View County.

Strategy, Planning, Analysis, Administration

- Communicates with other departments to ensure a coordinated approach to project/initiative identification, development and delivery and budgetary requirements and make recommendations to the Manager.
- Assist and/or develop budget forecast; monitoring and expenditures in conjunction with Manager.
- Participate in budget preparation and administration, monitors and controls expenditures.

Leadership and People Management

- Identifies personnel requirements and coordinating of employees and departmental workflow.
- Oversee Planners to provide on-going feedback and coaching; document performance and discipline as required; and in collaboration with the Manager, conduct formal probationary and annual performance reviews.
- In conjunction with Manager and Human Resources, provide regular technical guidance, coaching and mentoring to employees carry out discipline when appropriate; and, checking results.
- Provide employees with adequate resources and work procedure training and ensure required departmental representation on the Health and Safety Committee.
- Contribute input into and support implementation, roll-out and enforcement of policies, procedures, guidelines or protocols and communicate pertinent information to employees.
- Ensure workers have a clear understanding of their role and responsibilities relating to County's health and safety program and in the Alberta OHS Act Regulation and Code.
- Ensure that all the operations under their supervision adhere to the requirements of the County's OHS Program.

Daily Operations

- Prepare for and present or attend regularly scheduled meetings of Council and committees as required.
- Attend and participate in inter-jurisdictional meetings and activities on an ad hoc basis.
- Display a professional and ethical responsibility to protect privacy, use information appropriately, and maintain the confidentiality and security of all information related to employees, business and residents of Rocky View County.
- Capable of providing coverage in an Acting capacity for the Department manager from time-to-time.
- Ability to perform subordinates' responsibilities from time-to-time, as necessary.
- Act as the Manager in his/her absence as requested.

- Perform other duties and special projects as assigned.

Position Requirements

A combination of a Bachelor’s Degree in related field along with a minimum of ten (10) years related work experience and continuous learning to competently perform this job.

- Requires demonstrated leadership skills, team building, conflict resolution, business/technical writing skills, coaching and mentoring abilities in addition to time management, organizational, problem solving and decision making ability.
- Well-developed communication and interpretation skills, with the ability to work independently and collaboratively in a multi-disciplinary team.
- Direct the work of a small unit by assigning and scheduling work, training and disciplining employees, maintaining performance standards and checking results. Provides input on personnel requirements, employee performance feedback, and input on performance reviews.
- External contact requires exchanging more complex information. Communication requires tactful approach.
- Understands and applies Provincial and Municipal planning policies, legislation, processes, procedures, and Statutory Planning documents.
- Interprets and applies relevant Municipal/Provincial policy to the processing of applications and the development and preparation of planning documents.
- Proficient in MS Office suite.
- Possess a valid class 5 driver’s license.

Technical		
	Budget Administration	Interviewing Investigation
	City View	Occupational Health & Safety
	Coaching Mentoring	Organizational Governance
	Communication Technologies	Public Speaking
	GIS (Geographic Information Systems)	

Formal Education		
	BA - Planning <i>(or related field)</i>	

Membership Designation (asset)		
	APPI (Alberta Professional Planners Institute)	RPP (Registered Professional Planner)
	CIP (Canadian Institute of Planners)	

We thank applicants for their interest. Only those selected for an interview will be contacted.

Applications can be submitted online at www.rockyview.ca/careers

Closing Date: *September 8, 2024* or until a suitable candidate is found.