

Senior Planner



The Town of Cochrane is located in the breathtaking Bow Valley corridor in the foothills of the Rocky Mountains in southern Alberta. With a population of over 30,000 people, and growing steadily every year, Cochrane is a thriving town, surrounded by world-famous ranch country. Our western heritage is reflected in the Town's architecture and our friendly people. The Town of Cochrane welcomes innovative and skilled individuals to join our team of over 250 employees.

We are excited to recruit for the position of **Senior Planner**. The Town of Cochrane is a rapidly growing community. The team of professionals in the Planning department ensure Town development is **thoughtful**, safe and follows all regulations. **Healthy growth** in a community relies on strong connections. We believe in the importance of these **connections** for the Town of Cochrane and for the Planning department.

The **Senior Planner** prepares and processes statutory and non-statutory planning documents and subdivision applications, coordinates the review of development applications and presents recommendations to Council, the Cochrane Planning Commission, and the Subdivision & Development Appeal Board. This role will have direct responsibilities in creating policy documents such as Cochrane's Growth Management Strategy and Municipal Development Plan.

Why should you consider working for us?

Our employees enjoy many **benefits** including competitive public sector pay, comprehensive health and dental benefits package, professional learning and development opportunities and the opportunity to work with other talented municipal professionals.

As an organization, the Town of Cochrane has a focus on **investing in people**. This is not a boring municipality. We are growing into an organization with a focus on transparency, **critical thinking**, curiosity, reflection and **innovation**. We support experimentation as part of the growth process and strive for continuous improvement. We are municipal employees, and we are accountable to all the residents of the Town of Cochrane. Want to be a part of this exciting time?

If you want to make a difference in our community, have a degree in Planning and 5 years of experience in a municipal planning environment, we welcome your application for our Senior Planner.

What are some of the duties of the Senior Planner?

- Lead major projects related to the preparation or review of statutory and non-statutory planning documents.
- Provide analysis, research, or other input, and assist as required in the development of statutory and non-statutory planning documents.
- Process and issue subdivision and development permit application, and coordinate and lead the review, processing, and issuance of development and subdivision permit applications for other planning staff.
- Ensure application timelines and statutory requirements are met.
- Provide guidance and advice to Cochrane Planning Commission (CPC), Town Council, Subdivision and Development Appeal Board and ad hoc planning committees when required; prepare a monthly report on development to the CPC.
- Contribute to developing and implementing planning process improvements.
- Provide responses to inquiries from the Public and Council with respect to planning matters.
- Work with applicants and stakeholders to resolve issues arising from planning applications.
- Develop and coordinate public consultation strategies for planning matters as required.

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- Evaluate best practice methods for providing municipal planning services
- Act as a liaison and maintain constructive working relationship with internal and external stakeholders.

If many of the following characteristics and skills describe you, we want to meet you!

- Degree in Urban and Regional Planning, Geography, Architecture, Engineering or a related discipline
- 5 years of experience in a municipal planning environment
- Demonstrated experience as a team leader and team builder
- Extensive experience in project management
- Demonstrated experience of successful negotiation and problem resolution skills
- Graduate Degree considered an asset
- Registered Professional Planner with the Alberta Professional Planners Institute (APPI)
- Qualification for other professional associations (i.e. CAHP, LEED-ND) considered an asset
- Alberta Class 5 Driver's License
- Strong attention to detail and timelines
- Strong computer, presentation, and communication skills
- Ability to work on an independent basis and as a team member
- Analytical skills and the ability to understand analyze and report technical information

The Town of Cochrane is committed to providing a healthy and safe work environment for all employees. As a Town of Cochrane employee, you must take reasonable care to protect your health and safety and that of others present at Town worksites, perform work safely, follow all relevant health and safety legislation, Town directives and procedures and attend all identified orientations and training.

Still interested? Here's how to apply:

- Qualified individuals are encouraged to submit your resume, and a letter stating how your experience match the required qualifications, skills and abilities for this position.
- All qualified candidates will be requested to complete an online suitability survey
- Applications for this position will be accepted until **9pm MST closing date May 8th, 2022** at www.cochrane.ca/jobs

Once you have successfully submitted your application to our online career portal, please click on the following link fill out the **Pro.file Suitability Survey** to complete your application!
<http://www.profileperformancesystem.com/survey.html?SL=64098>

The Town of Cochrane adheres to guidelines set by the Province of Alberta in response to the COVID-19 Pandemic. Interview logistics and working arrangements for successful candidates may evolve throughout the recruitment process.

We thank all applicants for their interest, however only those selected for an interview will be contacted. All applicants must be legally entitled to live and work in Canada.