



CAREER OPPORTUNITY

Planner Full Time - Permanent (35 Hrs/Week) Competition TOS2023-20

Strathmore is hiring!

Are you a beginner-intermediate planner looking for an exciting opportunity to grow and develop in a collaborative and supportive environment? Strathmore is seeking a Planner to join the Town's Development Services team.

The Planner will have the opportunity to lead and assist with research planning projects, process planning and development applications at a beginner-intermediate level, present planning information to Town Council and town officials, and engage with the community regarding modern planning topics. The Planner will have the opportunity to assist with the long-term and short-term planning of the Town of Strathmore and will have the opportunity to help with and lead amendments to the municipal development plan, the land use bylaw, and other statutory plans.

Reporting to the Manager of Development Services, this position will play an integral role in shaping the future of Strathmore's built environment.

Why Strathmore?

Strathmore is a growing, vibrant, welcoming community that is recognized as a regional hub for business and recreation. Continued investment in recreation facilities, parks, projects, commercial revitalization, and community programming provides an exceptional quality of life for our residents, visitors, and staff. As our Senior Planner you play a key role in shaping the future of our community and improving the quality of life for our residents and visitors.

In addition, we have great job perks! Here are a few to mention:

- You will have the opportunity to fast-track your career through interesting and rewarding work.
- Collaboration is one of our values! Our Planning team collaborates with all departments but works closely with our skilled engineers and development team.
- We offer flexible work arrangements and the option to enter an 'Averaging Work Agreement' with the Town, allowing for one earned day off every 2 weeks.
- All employees have free access to the Town's recreation facilities and discounts on programs.
- Our benefits, pension, and time-off policies are amongst the best and start day one!

Position Summary:

The Planner will work with the Planning team to provide a wide range of professional planning services for the Town of Strathmore including but not limited to:

- Assisting with and leading planning projects and initiatives, including land use bylaw amendments, area structure plan amendments, MDP amendments, development permits and subdivisions.
- Working on a variety of challenging, interesting, and rewarding projects involving the planning and development of a growing, urban community.
- Assisting management with improvements and refinement of development procedures and administrative policies.
- Undertaking and presenting research on social, environmental, and other planning related initiatives.
- Assisting with, preparing, and presenting reports for consideration by Council and Committee of the Whole.
- Providing comments on referrals from internal and external agencies, requests for information, and advice on matters such as subdivisions, development permits, and other planning related referrals.
- Preparing grant applications on behalf of the department.
- Assisting the public and development industry with planning and development inquiries.
- Building strong relationships with colleagues, internal and external stakeholders, and community members.
- Developing your skills and expertise through ongoing training and professional development opportunities.

Successful applicants will demonstrate on their resume and cover-letter:

- For Planner 1: a bachelor's degree in urban planning or a related field from a recognized institution and a minimum of 1-2 (one to two) years of progressively responsible experience in municipal planning is considered an asset.
- For Planner 2: working toward a master's degree in urban planning or a related field from a recognized institution and 2 (two) years of progressively responsible experience in municipal planning, or a bachelor's degree in urban planning or related field with a minimum of 4 (four) years of progressively responsible experience in municipal planning.
- For either Planner 1 or Planner 2, experience in municipal planning, including policy development, project management, development applications, and public engagement is considered an asset.
- An intermediate-advanced understanding of relevant legislation and regulations.
- Excellent written communication skills.
- Experience in assisting and leading planning and development projects in urban environment.
- Experience working with community stakeholders and facilitating public engagement processes.
- Experience delivering professional presentations to senior officials.
- APPI Regulated membership or membership (including Candidate Membership) with another Canadian Planning Provincial and Territorial Institution and Association (PTIA) is considered an asset.

For our interview, we will be asking you to demonstrate the following:

- A passion for building thriving communities that are equitable, inclusive, and sustainable.
- Examples of being a self starter with the ability to work independently and as part of a team.

- Examples of your work in processing technical, beginner-intermediate planning applications, such as subdivisions and development permits.
- Examples of your work in processing Land Use Bylaw and other Statutory Planning amendments and applications.
- The ability to problem-solve and think creatively.
- Examples of your work in community engagement and building positive relationships with stakeholders.
- Commitment to continued learning and professional development.
- Examples of how you align with our values of dedication, innovation, collaboration, support, empowerment, and honesty.

Application:

Please submit a cover letter and complete resume of experience and qualifications, quoting **Competition TOS2023-20** to: careers@strathmore.ca.

This competition will remain open until suitable candidate is selected.

The Town of Strathmore thanks all applicants; however, only those selected for an interview will be contacted.

We are an equal opportunity employer and encourage applications from all qualified individuals. We are committed to providing a diverse and inclusive work environment where every employee feels valued and respected. We will consider accessibility accommodations to applicants upon request.

This posting is intended as a summary of the primary responsibilities and qualifications for this position. The job ad is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.