



## Coordinator, Urban Design

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

Reporting to the Chief Urban Designer, you will play a key role in ensuring the Office of Urban Design achieves the City's mandate of design excellence across the built environment with a focus on shaping high-quality, inclusive, accessible and innovative urban spaces that reflect Calgary's identity, support economic growth and sustainability, and align with Council priorities and the Municipal Development Plan (MDP).

You will work closely with staff within the Office of Urban Design to ensure quality outcomes on architectural, landscape, urban and public realm design on development applications, projects and programs. You will also work closely with the Chief Urban Designer to provide valued technical and administrative support to the Urban Design Review Panel (UDRP). Primary duties include:

- Lead, manage and develop a team with a culture that promotes equity, diversity, inclusion and belonging, and promotes a psychologically and physically safe environment.
- Lead the day-to-day function of Office of Urban Design with respect to outline plans, land use applications and development permits (liaising with the Development Approvals Review Team (DART)). A key focus of this position is ensuring timeliness, quality control and compliance of all urban design file review to ensure a positive reputation is maintained.
- Provide administrative support for the City of Calgary Urban Design Review Panel, including managing the operating budget for the Panel.
- Coordinate technical urban design support for Administration at Council and Calgary Planning Commission (CPC).
- Contribute to the development of urban design policy and strategy in alignment with the MDP vision.
- Provide direction and support to staff through change management efforts, including annual work planning, mentoring, individual performance management, professional development, and succession planning.
- Collaborate with other team members on the development and delivery of advocacy and outreach activities (e.g., Mayor's Urban Design Awards) necessary to communicate the value, and maximize the impact of, the Office of Urban Design.
- Plan for and manage resources, processes, and strategies for the Office of Urban Design in alignment with business unit and division goals, service line workplans and industry best practices.
- Identify and address issues that may impact business operations and customer service, work towards innovative solutions.
- Develop and sustain strategic working relationships with Council, customers, citizens, and internal and external partners, to facilitate corporate partnerships and excellence in service delivery.

### Qualifications

- A degree in architecture, landscape architecture or planning with at least 8 years of relevant progressive experience in the design and implementation of complex urban design projects.
- You must have a Professional registration as a full member, or be eligible for membership in, the Alberta Association of Architects (AAA), Alberta Association of Landscape Architects (AALA) OR Alberta Professional Planners Institute (APPI).
- Formal or informal leadership experience in managing a work group or team is required.
- Equivalent combinations of experience and education may be considered.
- Experience with public sector projects and governmental processes including writing and presenting reports. Private sector experience is an asset. Experience in construction and project delivery is an asset.
- Demonstrated negotiation and conflict management skills, and ability to manage multiple, constantly shifting priorities in a fast-paced environment.
- Aligning with City [corporate values](#), you will have strong political and business acumen, with demonstrated success in building, developing and supporting strong teams, supporting and managing change, developing and using metrics to improve organizational performance, deploying resources to achieve effective and efficient outcomes, and establishing and maintaining strong and positive working relationships with colleagues, clients, partners, and/or elected officials.

### Pre-employment Requirements

- Successful applicants must provide proof of qualifications.

**Workstyle:** This position may be eligible to work from home for at least part of the time as one of several flexible work options available to City employees. These arrangements depend on the operational requirements of the role, employee suitability, and are subject to change based on operational needs and corporate direction.

Union: Exempt	Business Unit: Community Planning
Position Type: 1 Permanent	Location: 800 Macleod Trail SE
Compensation: Level M2 \$130,400 -163,000 per annum	Days of Work: This position typically works a 5 day work week, earning 1 day off in each 3 week cycle.
Hours of work: Standard 35 hour work week	Apply By: January 26, 2026
Audience: Internal/External	Job ID #: 313148