



Make working for
The City work for you.



Planner 2

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.

As a Planner 2, you will work within the City Planning Policy team specifically supporting the heritage planning portfolio. This position will be primarily focused on supporting the work of the Heritage Planning Policy team. There will be opportunities to also support broad city-wide policy work including stewardship of the Municipal Development Plan. This position offers professional opportunities for individuals demonstrating strong planning and teamwork abilities. Primary duties include:

- Support project plans, coordinate with teams, responsible for assigned work and project delivery.
- Research and prepare innovative policies, guidelines, and incentives including the Local Area Plan heritage design guidelines which encourage the protection and conservation of Calgary's heritage resources.
- Deal with complex or sensitive matters affecting or resulting from heritage resources while strategically advancing the interests of heritage conservation; effectively advocate, negotiate, and influence a wide variety of internal and external interested parties.
- Work with other City Business Units and external organizations on a range of heritage related issues and projects as well as support other various planning policy projects.
- Respond to a wide variety of heritage related or citywide policy related inquiries and provide professional planning advice to the corporation, Council and the public.
- Review and evaluate development and building applications against relevant city-wide policy and heritage legislation.

Qualifications

- A degree in Planning that is recognized by the Alberta Professional Planners Institute (APPI) and at least 3 years of relevant planning experience; OR
- A degree in a Planning related discipline with at least 4 years of relevant planning experience.
- The following experience will be considered an asset: demonstrated involvement in a broad range of heritage projects in a major urban municipality, familiarity with Federal, Provincial and Municipal Heritage regulations and best practices, and awareness of the local heritage community and culture.
- Familiarity and experience dealing with City Council, Calgary Planning Commission, the Municipal Development Plan and Land Use Bylaw as well as Local Area Plans would be considered an asset.
- Success in this position requires strong project management, research and writing skills, problem solving and strategic thinking skills.
- You demonstrate superior planning analysis based on strategic and analytical thinking, a high standard of thoroughness, accuracy and attention to detail in all aspects of the job, excellent communication and engagement skills, strong customer service skills, and ability to work in tight timelines.

Pre-employment Requirements

- Applicants will be tested for appropriate skills.
- 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: CUPE Local 38
Position Type: 2 Temporary (up to 22 months)
Compensation: Pay Grade 13 \$49.32 - 66.00 per hour
Hours of work: Standard 35 hour work week.
Audience: Internal/External

Business Unit: City and Regional Planning
Location: 133 6 Avenue SE
Days of Work: This position works a 5 day work week with 1 day off in a 3 week cycle.
Apply By: May 8, 2025
Job ID #: 311886

Apply online at www.calgary.ca/careers