



Planning Project Manager

Location: Edmonton, AB

Company: Scheffer Andrew Ltd.

Scheffer Andrew Ltd. is a well-established, medium-sized engineering and planning consulting firm with over 50 years of experience serving Western Canada—primarily Alberta. We specialize in municipal infrastructure, land development, and transportation. Our collaborative team environment and commitment to quality design have earned us long-standing relationships with public and private sector clients.

We are currently seeking a **Planning Project Manager** to join our Edmonton team. This position is well suited to an experienced planning professional with strong land development expertise, sound knowledge of Alberta municipal planning processes, and the ability to prepare, coordinate, and lead both planning assignments and project delivery from early concept through approvals.

The role includes preparing and leading complex planning applications, managing project scope, schedule and budget, guiding public engagement, presenting to municipal Councils and committees, supporting client relationships, mentoring junior and intermediate staff, and collaborating closely with internal engineering and design teams.

What You'll Do

As a Planning Project Manager, you will lead land development and municipal planning projects for private and public sector clients. You will work closely with planners, engineers, technologists, clients, stakeholders, approval authorities, and internal project teams to deliver high-quality planning and project management services. Key responsibilities include:

Planning & Technical Responsibilities

- Prepare, coordinate, lead, and manage complex land development planning projects through municipal approval processes, applying senior-level technical planning knowledge with minimal oversight.
- Prepare, review, and provide policy, planning, and design guidance for planning applications and documents, including Area Structure Plans, redistricting applications, outline plans, subdivisions, and related approvals.
- Conduct and oversee planning research, policy review, land use analysis, and design review to support project recommendations and approval of submissions.

- Prepare engagement materials and plan, coordinate, and lead public engagement activities, including engagement strategies, open houses, surveys, stakeholder meetings, workshops, and summary reporting.
- Prepare and deliver presentations to municipal Councils, committees, boards, clients, and stakeholder groups as required.
- Lead facilitation and engagement sessions with clients, municipalities, community members, and project stakeholders.
- Prepare and support proposal submissions, work plans, fee estimates, and scope development for planning projects.

Project & Client Management

- Lead planning projects within established scopes, schedules, and budgets.
- Develop and manage project work plans, deliverables, timelines, budgets, and resource requirements.
- Coordinate internal project teams and external consultants to support efficient project delivery.
- Maintain clear and professional communication with clients, stakeholders, consultants, contractors, and municipal representatives.
- Monitor project progress, support budget tracking and invoicing review, and provide regular updates to clients and internal leadership.
- Build and maintain strong relationships with clients, approval authorities, and project partners.
- Support business development through client service, proposal input, and identification of project opportunities.

Mentorship & Growth

- Mentor and support junior and intermediate planning staff, promoting technical development and long-term team success.
- Provide guidance on planning process, policy interpretation, client communication, public engagement, municipal approvals, and project delivery.
- Contribute to a positive team culture and help foster an environment of collaboration, accountability, and continuous learning.

What You Bring

- An urban planning degree or similar.
- Registered Professional Planner designation, or eligibility for membership with APPI or another Provincial or Territorial Institute or Association recognized by the planning profession in Canada.

- Minimum 15 years of experience in land use planning, including at least 10 years of consulting experience.
- Experience with municipal planning and development approval processes in Alberta, particularly within the City of Edmonton, City of Calgary, and surrounding municipalities, is considered an asset.
- Strong knowledge of Area Structure Plans, outline plans, redistricting applications, subdivision design, and land development approval processes.
- Experience presenting to municipal Councils, committees, boards, clients, and stakeholder groups.
- Demonstrated public engagement experience, including planning, facilitation, engagement materials, and summary reporting.
- Demonstrated project management skills related to land use planning, including coordination of scope, schedule, budget, deliverables, resources, and client expectations.
- Experience managing multidisciplinary project teams and coordinating with engineers, technologists, subconsultants, clients, and approval authorities.
- Proven leadership, communication, mentorship, client service, and team coordination skills.
- IAP2 training and experience working with InDesign would be considered assets.

Why Scheffer Andrew?

- Work with a dedicated, collaborative team on impactful local projects.
- Supportive environment that values professional growth, mentorship, and innovation.
- Opportunities to lead meaningful planning and land development projects that help shape communities across the region.
- Opportunities to mentor and support the next generation of planners.
- Competitive compensation and benefits.

Ready to Join Us?

Please submit your **resume and cover letter** to:

✉ employment@schefferandrew.com

📄 Cover letters are required.

For more about life at Scheffer Andrew Ltd., visit www.schefferandrew.com.

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