



Position Summary

This is a senior professional planning position that requires the individual to demonstrate and draw on expertise acquired from extensive, varied and progressively more responsible levels of professional planning experience.

This position will often take a lead role in the review of planning and development applications, development of planning strategies, statutory documents and municipal policy. The Senior Planner will also be expected to handle a wide range of duties related to all manner and size of projects, policies, applications and operations of each of the Planning sections.

The Senior Planner will work independently or in teams as the situation dictates. Presentations to Council, Boards and Committees are an integral component of the scope of duties. The Senior Planner will act as a resource person and mentor for Planners and other department employees.

The Senior Planner will be required to nurture and maintain a positive and collaborative relationship internally and externally on inter-municipal and regional planning matters to advance the interests of Rocky View County and the Calgary region.

Core Accountabilities

- Support the County's creation, review and revision of the County's Municipal Development Plan and subordinate long-range planning documents in accordance with Regional Growth Plan policies and Council direction.
- Review and assessment of complex planning applications and subdivision files, including Local Plans, minor Area Structure Plan amendments and Master Site Development Plans.
- Preparing, reviewing, updating and administering research, grant proposals, consultation processes, consultant contracts, research, and feasibility analyses.
- Manage assigned projects including the overseeing of planning work, technical and clerical support personnel involved in a project. However, supervision of employees is the responsibility of the Manager and Supervisor.
- Manages intermunicipal relationships where required on applications or projects, taking a collaborative and strategic approach to achieve successful outcomes.

- Manages and/or participates in complicated consultation processes, consultant contracts, including the preparation of Terms of Reference, and multi-disciplinary teams/projects.
- Maintain professional affiliations and demonstrate a comprehensive current knowledge of applicable legislation, new trends and literature.
- Provide/promote municipal planning goals/objectives to landowners and applicants.
- Possess strong problem solving and consensus building skills.
- Make public presentations to various bodies, including Council, Appeal Boards, Committees and Public groups and organizations.
- Represent the County in a professional manner in public and landowner/applicant meetings.
- Attend Intermunicipal Committee Meetings and other external stakeholder meetings, as required.
- Prepare reports for, and present to, Council, senior management and other stakeholders on projects falling within responsibility of the Senior Planner.
- Act as a resource to Planning staff, internal departments, and the public on long-range planning matters.
- Work in accordance with the requirements established by the RVC Health and Safety Program and the Alberta OHS Act, Regulation and Code.
- Take reasonable care to protect their health and safety and other persons at or in the vicinity of the worksite while they are working.
- Perform other related duties – as may be assigned by the Supervisor or Manager.

Position Requirements

Completion of bachelor's degree in planning or a related field with eligibility for RPP candidacy. A minimum of five (5) years' experience in the planning field or Land Use certificate with 5 years Planning experience in Alberta. Alternate education criteria may be considered in combination with greater periods of relevant professional planning experience.

- Superior organizational, prioritizing, time management and complex problem-solving skills.

- Excellent interpersonal communication and sound professional judgment in interactions with stakeholders, elected officials, and multidisciplinary teams.
- A successful track record related to facilitating, mediating and or negotiating in complex or otherwise difficult situations.
- Advanced facilitation, negotiation and mediation capabilities to manage conflict and drive consensus.
- Excellent presentation and professional written skills with demonstrated experience presenting to both technical and non-technical audiences at public hearings and stakeholder meetings.
- Thorough understanding of rural, urban and regional planning, their interrelationships and the environment, related regulatory environment, implementation techniques and consultation processes.
- Ability to relate strategic planning initiatives to policy implementation.
- Demonstration of excellent project management skills, particularly within complex, high profile, large-scale, or time-sensitive projects.
- Awareness and sensitivity towards the current economic and political environment and its impact on the planning environment.
- Ability to mentor and train other Planning employees.
- Highly self-directed and able to deliver results on multiple deadlines in a fast-paced environment.
- Consistently deliver high quality work and professional advice.
- A successful record of management of increasingly more complex planning projects, meeting deadlines and a demonstrated ability to provide leadership within a team setting.
- A successful track record related to facilitating, mediating and or negotiating in complex or otherwise difficult situations.
- A demonstrated history of successful presentations to small and large groups in both casual and formal settings.
- Proficient in MS Office Suite.
- Possess a valid class 5 driver's license.

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

Applications can be submitted online at www.rockyview.ca/careers.

We only accept resumes and additional application documents through our online recruitment system. In-person applications, email or other online forms will not be considered

Closing Date: *Posting will close at 10 p.m. on June 28, 2026 or until a suitable candidate is found.*

We recommend applying as soon as possible as we cannot accept late applications. Interviewing and hiring may commence prior to the posted closing date.

If you require an accommodation during any part of the application or hiring process, please contact us at HR_Advisors@rockyview.ca and we will work with you to meet your needs.