

Senior Planner – Policy Planning

Requisition Number: #266

Job Type: Permanent Full-Time

Location: Rocky View County, Alberta

Number of Positions: 1

Minimum Salary: \$107,848 / year

Rocky View County values our employees and provides a welcoming and stable work environment where positive energy, creativity, and a service mindset are encouraged. We seek individuals who enjoy making a difference and contributing meaningfully to a vibrant community. Our valued and diverse team of 500+ employees are provided with the same concern, respect, and caring attitude as the over 40,000 people who call Rocky View County home.

At Rocky View County we value employee work/life balance. Staff are provided with opportunities to grow professionally while being supported with paid training, a competitive salary, benefits after 30 days, 27 paid days off in their first year, plus general holidays, a pension plan, paid sick time, and a hybrid work environment for eligible positions.

Who We Need

Rocky View County's planning landscape is as diverse as its communities, from expansive agricultural lands to vibrant urban centers and thriving industrial hubs. We are seeking a strategic and solution-oriented Senior Planner to join our Policy team—someone who excels in long-range planning, confidently leads complex projects with limited supervision, and actively mentors junior staff.

In this role, you will design and execute policy initiatives that balance stakeholder interests, technical considerations, and long-term growth objectives. Your expertise in policy interpretation and critical thinking will be essential in shaping forward-thinking land use policies that respond to the County's evolving needs. As a confident presenter and skilled communicator, you will articulate policy rationale to Council, engage meaningfully with the public, and collaborate effectively with internal and external stakeholders.

If you are passionate about crafting well-reasoned, innovative land use policies, guiding junior planners, and presenting clear, compelling recommendations in a dynamic environment, we'd love to hear from you. Read on to learn more about this exciting opportunity and how to apply.

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, along with a minimum five (5) years of progressively responsible and diversified experience in a municipal Planning environment.

- Demonstration of excellent interpersonal communication and judgment skills.
- Demonstration of superior organizational and time management skills.
- Demonstration of facilitation, negotiation and mediation skills.
- Demonstration of excellent presentation and written skills.
- 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 deal with co-workers and the public in a positive, facilitative, and pleasant manner.
- Ability to mentor and train other Planning employees.
- Ability to meet frequent deadlines in a fast-paced environment.
- Punctuality in attending meetings and the workplace each day.
- Conduct oneself in a manner which portrays the County in a positive light.
- Consistently deliver high quality work and professional advice.
- Alternate education criteria may be considered in combination with greater periods of relevant professional planning experience.
- 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.



ROCKY VIEW COUNTY

Technical		
	City View	Geographic Information Systems
	Coaching Mentoring	Mediation Conflict Resolution
	Communication Technologies	Occupational Health & Safety
	Critical Thinking	Public Speaking
Formal Education Membership		
	Alberta Professional Planners Institute	Canadian Institute of Planners
	Bachelor's Degree (Planning)	Registered Professional Planner

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

Closing Date: February 23, 2025, or until a suitable candidate is found.