

Job Posting

Edmonton

Senior Planner Job Number: 51674

Reporting to the Director of Planning Coordination, the Senior Planner plays a vital role in leading and supervising a team of planning professionals. This position is responsible for driving the implementation of The City Plan through strategic amendments to Zoning Bylaw and other projects. The Senior Planner will also manage consultants, budgets, and complex inquiries, while fostering a culture of high-quality service delivery and staff development. This dynamic role involves engaging with evolving challenges in Edmonton's communities and requires strong leadership, communication, and project management skills.

What will you do?

- Delegate tasks effectively, provide clear direction and expectations, and monitor progress to ensure timely and high-quality deliverables. Conduct regular reviews and provide constructive feedback to team members
- Analyze existing policies and regulations, identify areas for improvement, and develop strategic recommendations that align with The City Plan, long-term corporate strategies, and Council's Strategic Plan
- Offer expert guidance and recommendations on urban planning and land use policies to Council members, senior leadership, community groups, industry representatives, and the public. Prepare reports and presentations to communicate complex planning concepts clearly
- Develop and manage project plans, budgets, and timelines for multiple, complex projects. Lead interdisciplinary teams, organize public engagement activities, and implement communication plans to ensure successful project outcomes
- Hire, manage, and oversee the work of external consultants. Utilize project management processes to ensure projects are well-defined, delivered on time, and within budget. This includes writing RFPs, cost accounting, and monitoring project approvals
- Develop and execute comprehensive public engagement strategies to gather input from key representatives and the community on planning projects. Lead public meetings and workshops, and effectively communicate project information
- Conduct research and analysis to support the implementation of The City Plan and the Zoning Bylaw through land development processes. Provide recommendations based on research findings
- Provide ongoing coaching and mentoring to staff, including performance reviews, to develop technical abilities, improve work quality, and foster a positive work ethic. Cross-train staff to enhance project management, communication, and leadership skills
- Act as a representative of the Branch and Section at Council meetings, committee meetings, and various program/project and corporate advisory committees. Present information, provide updates, and offer strategic advice to senior leadership
- Lead the development and amendment of planning tools (policies, strategies, standards, and bylaws) that interact with or give direction to the Zoning Bylaw. Participate in section, branch, department, and corporate activities

Qualifications:

- Experience directly related to municipal, intermunicipal or regional planning, and the supervision of staff
- Membership or eligibility for membership with the Alberta Professional Planners Institute

Assets:

- Training/experience in: public administration, local governance, project management, public engagement, consultation, facilitation and/or mediation, leadership, policy and bylaw development
- Professional designation (e.g. RPP/MCIP)
- Presentation to Councils or public authority boards
- Experience in land development or policy development from the private sector perspective

Skills required for success:

- Build and maintain strong relationships with diverse partners, including internal and external colleagues, clients, industry representatives, Edmontonians, and leadership. Effectively collaborate, negotiate, and resolve conflicts among these groups
- Lead, motivate, and manage staff to achieve responsibilities and add value. Build strategic partnerships with government and private sector experts to foster innovative problem-solving
- Demonstrate strong project management skills, ensuring successful project delivery in terms of time, quality, and budget. Possess an understanding of the municipal political environment and decision-making processes
- Communicate complex technical information clearly and effectively to a variety of audiences (verbally, graphically, and in writing). Present and respond professionally to City Council, committees, and other interested parties
- Alignment to our Cultural Commitments and Leadership Competencies (<https://bit.ly/4brRrXm>)
- Embracing a culture of equity, diversity, reconciliation and inclusion (<https://bit.ly/3hd2d95>)
- Applicants may be tested

Work environment and conditions of employment:

- **Up to:** 1 permanent, full-time position
- **Hours of work:** 36.9 hours per week, Monday - Friday
- **Salary Range:** \$102,590- \$128,237 (Annually)
- This position may be eligible for a hybrid work arrangement with the flexibility to work from both home and the worksite
- This position is eligible for the EDO program (Earned Day Off)
- Management and Out-of-Scope positions at the City of Edmonton are being reviewed for possible inclusion in the Civic Service Union 52 bargaining unit. If this position is impacted, the incumbent will be notified accordingly

The City of Edmonton values applicants with a diverse range of skills, experiences and competencies, and encourages you to apply. We strive to provide reasonable access and accommodations throughout the recruitment process. To request an accommodation, please contact employment@edmonton.ca. Learn more about our benefits <https://bit.ly/COEbenefits>.

Talent sourced through this process may be considered for similar opportunities within the City of Edmonton.

Talent Acquisition Consultant: AS/MZ

Edmonton rests in the heart of Treaty Six territory in Alberta and the homelands of the Metis Nation.

Classification Title: PT3 - Urban Planner

Posting Date: Feb 28, 2025

Closing Date: Mar 14, 2025 11:59:00 PM (MDT)

Number of Openings (up to): 1 - Permanent Full-time

Union: Management

Department: Development Services

Work Location(s): 6th Floor Edmonton Tower, 10111 104 Avenue Edmonton T5J 0J4

Visit www.edmonton.ca/careers for information on how to apply