



Senior Planner

Calgary, Alberta

We're Hiring! Invistec's Calgary office is currently seeking to fill a new Senior Planner role. This person will be part of a dynamic and collaborative team working on and leading a variety of urban and regional planning projects from new master planned greenfield communities to infill redevelopments to proposal writing. This position requires a driven and enthusiastic team player who is able to take initiative, lead a multi-disciplinary project team, and also work independently. This position may include some evening work and occasional travel.

Who We Are:

Invistec Consulting is an employee owned land development consulting firm that provides professional consulting services in planning, engineering, landscape architecture, transportation, and urban design. Founded by professionals with a common passion for *innovation, integrity, and excellence*, our core business is serving clients – small or large, public or private – with efficiency and attention to detail.

Description of the Opportunity:

- Key member of a motivated interdisciplinary planning team
- Manage relationships with clients, sub-consultants, and municipal authorities, providing timely communication and updates throughout the project lifecycle
- Lead project teams in the development and delivery of high level statutory plans and policies, site designs, and various land development applications
- Lead and support the design, delivery, facilitation, and documentation of public engagement activities
- Lead and prepare responses for Request for Proposal (RFP) submissions
- Interpret and apply municipal regulations, bylaws, and policies, as well as various provincial regulations
- Engage with clients in understanding their needs and goals
- Prepare proposal responses for prospective clients
- Any other duties that may be assigned



INVISTEC CONSULTING LTD.

The Successful Candidate will Possess the Following:

- Degree in Land Use Planning or related discipline
- A minimum of 5 years of professional planning experience, with experience in land development and managing complex projects being considered an asset
- Registered Professional Planner with good standing membership in APPI is preferred
- A proactive, results-driven mindset with the ability to handle multiple projects and meet deadlines
- Excellent research, writing, project management, communication, and leadership skills, with experience writing proposals, planning policies, regulations, reports, and making presentations to local council's
- Strong knowledge of planning and approvals process in Southern Alberta, with particular emphasis on the Calgary Region, including experience working with municipal administrators on planning approvals
- Demonstrated ability to lead and manage teams, as well as work effectively with sub-consultants and clients
- Urban design and graphic design experience will be considered an asset
- Demonstrated public engagement and customer service experience
- Able to work independently and as a member of a team effectively
- Proficiency in MS Office Suite and digital video softwares (Zoom, Teams)
- Proficiency in Adobe Creative Suite and AutoCAD is considered an asset
- Valid driver's license

How to Apply:

If you believe you are a perfect fit for Invistec, please send your **resume** and **cover letter** to yycplanning@invistec.ca. Learn more about us at www.invistec.ca.