

To apply for this position within Elk Island Public Schools, please visit www.eips.ca and click on our Careers tab. We only interview candidates who have applied on our website.

Elk Island Public Schools (EIPS) is the 6th largest school division in Alberta, serving the education needs of over 17,000 students in 43 schools. Every day, the staff and students of EIPS are encouraged to pursue opportunities to grow and to discover their passions in life. We pride ourselves on providing our staff and students with the tools to achieve success by offering dynamic programming, up-to-date resources, and practical professional development opportunities. EIPS' Facility Services, located in Sherwood Park, is home to approximately 36 of our EIPS employees.

Commencing December 10, 2018

40 hours per week (Monday to Friday- 8.0 hours per day) (12 month position)

Elk Island Public Schools offers a Comprehensive Benefit package for their permanent positions.

Open to: Internal and External candidates

Key Duties/Responsibilities

Reporting to the Director, Facility Services, the Planner is responsible to advise and execute on matters of land use planning with regard to existing and potential physical assets of Elk Island Public Schools and surrounding land uses, in the present with consideration for future needs. Provide planning services and information to schools, determines facility use, participates in consultation processes, and analyzes demographic data and urban/rural development proposals. Supports governmental and community partnerships and initiatives, including joint use agreements by assisting in the coordination of community use of division facilities. Individually, the Planner is responsible for a large geographical area within the boundaries of Elk Island Public Schools, and serves as a representative of the Facility Services Department for those neighborhoods and schools within. The Planner works on the divisions 3 year capital plan, 10 year facilities plan and the division's infrastructure strategy.

- Reviews land development proposals, and develops Division position regarding land needs, compatibility of adjacent land uses, vehicular and pedestrian accessibility and site conditions.
- Ensures that the Municipalities plan for, designs, acquires, develops and delivers school sites that meet the Division needs.
- Monitors, complies and provides accurate and timely information to the Division regarding residential development.
- Reviews, analyzes, and develops recommendations regarding Division positions related to land use and development policies, agreements and legislation.
- Ensures that site preparation work, including zoning, subdivision and site design, is completed in order to facilitate new school construction.
- Assists in the preparation of the Division Three-Year Capital and Ten-Year Facilities Plans as required by the Provincial Government.
- Interprets demographic data and trends in terms of implications to the Division.
- Identifies priorities for new school construction and preservation and applies to the Province for capital funding.
- Prepares recommendations for the Board of Trustees in relation to the Three-Year Capital Plan.

Qualifications

Education and Experience

- Degree in Planning or Urban Geography or related discipline, or equivalencies.
- Supplemented by related courses on excel, word, power point
- Knowledge of urban planning theory, land development process, Provincial legislation and regulation, architectural site plans and real estate market and influences; Analyzing statistical information; public engagement techniques
- Must have a minimum 4 years of Planner experience with a degree or 6 years of Planner experience with a diploma, preferably within the education vocation.

Demonstrated Skills and Competencies

Customer Focus: Building strong customer relationships and delivering customer-centric solutions.

Optimizes Work Processes: Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement.

Directs Work: Providing direction, delegating, and removing obstacles to get work done.

Builds Effective Teams: Building strong-identity teams that apply their diverse skills and perspectives to achieve common goals.

Ensures Accountability: Holding self and others accountable to meet commitments

Decision Quality: Making good and timely decisions that keep the organization moving forward.

Instills Trust: Gaining the confidence and trust of others through honesty, integrity, and authenticity.

Manages Conflict: Handling conflict situations effectively, with a minimum of noise.

Action Oriented: Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm.

We thank all those who apply. Only those selected for further consideration will be contacted.