



Senior Planner

MUNICIPALITY OF THE DISTRICT OF LUNENBURG

The Municipality of the District of Lunenburg is a rural municipality situated in Nova Scotia's beautiful South Shore. Featuring affordable housing, friendly people, incredible beaches and safe environments for children to play outside. The South Shore is increasingly becoming a destination for young families and entrepreneurial-minded Canadians retreating from bigger cities.

Our Municipality offers an abundance of recreational opportunities and a host of cultural experiences, and our commitment to work life balance will ensure you have the opportunity to build the life you want.

Reporting to the Director of Planning & Development Services, the Senior Planner is responsible for the development of and amendments to the municipality's planning documents. The Senior Planner communicates with members of the public, and with Council, in identifying how land use policy will affect development decisions.

A detailed job description is available online at www.modl.ca or by contacting the undersigned. Qualified applicants are asked to submit a cover letter and detailed resume by **8:30 a.m. AST Monday, January 14, 2019** to:

Jennifer Harrietha
Administrative Assistant
Planning & Development Services
planning@modl.ca (receipt of e-mails will be confirmed)



Municipality of the District of Lunenburg

Planning & Development Services

Position Job Description: Senior Planner

Position Overview: The Senior Planner is responsible for the development of local planning documents, which are used to guide and regulate new development activities in identified Plan Areas of the Municipality. The Senior Planner is responsible in communicating with members of the public, and with Council, in identifying how land use policy will affect development decisions, as it may pertain to specific properties, as well as impact on the overall direction of growth and development in identified communities.

Job Responsibilities

- Researches, prepares, and provides reports to Council on planning studies, including land use inventories and reviews, public opinion surveys, and specific site/subject evaluations.
- Researches, prepares reports, identifies and provides options and recommendation on various planning and development related matters, including the adoption and amendment of local planning strategies and land use by-laws, in liaison with Council, municipal staff, provincial staff, the Planning Advisory Committee, local Area Advisory Committees and members of the general public.
- Advises Council on statutory requirements and procedures for the preparation, amendment and review of planning documents, and carries out, according to statutory requirements, all procedures for the preparation, adoption, amendment and review of planning documents.
- Provides consultation on planning matters to governments, various agencies, committees, and, as directed by Council, to public groups involved in any planning activity.
- Provides verbal and written presentations at meetings of Council, Council Committees and in the community.
- Designs and conducts public consultation meetings to facilitate public input into the planning process.
- Recommends changes to land use bylaws.
- Any other duties as assigned.

Team Responsibilities

- Works closely with Director of Planning & Development Services and Development Officer to ensure that existing land use planning legislation in the Municipality is developed and administered to meet the identified objectives of Council and the community.
- Communicates effectively with other members of municipal staff on matters pertinent to specific planning applications, public communications materials, and with related activities

(e.g. building permit matters) as may be associated with the development and administration of municipal planning documents.

- Supports the Director of Planning & Development Services in providing occasional, timely and effective updates to Council on public policy matters as associated with provincial legislation and programs, which impact on local land use and development issues relative to all provincial or federal legislation.
- Promotes a positive and productive work environment for staff in the office. Ensures a spirit of teamwork exists by promoting the benefits of collaboration and consultation.
- Liaises with stakeholders, contractors, consultants, MODL staff, Councillors and public.
- Incorporates Occupational Health and Safety Act, applicable regulations, and MODL's safety programs into all work; attends and participate in departmental meetings.

Essential Criteria and Competencies

- Minimum qualifications include:
 - a Bachelors Degree in a Planning-related field; and
 - 4 years experience working in the Planning field; OR
 - An equivalent combination of education and experience in public policy administration;
- Knowledge of the Nova Scotia Municipal Government Act and related legislation and provincial policies.
- Strong speaking and presentation skills
- Eligible for full membership with the Canadian Institute of Planners and eligible to be a Licensed Professional Planner in Nova Scotia are considered an asset
- Working knowledge of Microsoft Office software programs;
- Knowledge of GIS considered an asset.
- Strong communication skills, both written and oral
- Organizational and time management skills are essential
- Sound judgment and decision-making skills
- Tact and diplomacy in explaining land use and concepts to residents

Direct Reporting Hierarchy

Reports to: Director of Planning & Development.

Supervising Others: No

Position Category

- Full time,
- Permanent,
- Based on 35 hours per week.

Work Conditions

- Office environment
- Required to work with Management, Staff, Council and a range of stakeholders, with complex priorities and perspectives;
- Occasional interaction with stakeholders who may be aggressive or unpredictable.
- Evening meetings as necessary

Signature

Date