



POSITION VACANCY

The City of Niagara Falls is a dynamic and internationally renowned city with a prosperous business community and economic foundation anchored by tourism, manufacturing, retail and knowledge-based sectors. Located at one of the natural wonders of the world and in the heart North America's most affluent consumer markets, we are linked to the world by extensive road, rail, air, water and telecommunication networks. With over 14 million visitors a year and a growing resident population of over 95,000, we invite you to discover why Niagara Falls is a premier place to live, work, and play.

Call Number:	2023 - 53
Position:	Senior Planner (Policy)
Type of Vacancy:	Permanent Full time
Work Schedule (hours & days):	8:30 am to 4:30 pm, Monday to Friday (35 hour work week)
Location:	Wayne Thomson Building 4343 Morrison Street, Niagara Falls, Ontario
2023 Salary Range:	\$85,394 to \$106,743 Plus a comprehensive benefits package
Date Posted:	May 16, 2023
Closing Date:	June 2, 2023 at 4:00 p.m.

Full details on this position is attached. To apply, please submit your cover letter and resume at www.niagarafalls.ca (**Employment Opportunities**). Applications must be submitted online and will be accepted until 4:00 p.m. on **Friday, June 2, 2023**.

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position. We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

Human Resources

Attachment

CITY OF NIAGARA FALLS

NON-UNION POSITION DESCRIPTION Planning, Building and Development

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

POSITION TITLE: Senior Planner (Policy)

POSITION SUMMARY: Responsible for project management leadership on a wide range of planning and policy issues in both an urban and rural context, preparing reports to Council on a wide range of more complex and politically sensitive projects issues and proposals. Leads and supports a variety of department and corporate strategic initiatives to implement Council's Strategic priorities. Provides independent expert professional planning opinion, evidence and testimony at the Local Planning Appeals Tribunal.

DIVISION: Planning

RESPONSIBLE TO: Senior Manager of Policy

SUPERVISES: Supervises Planner 2, Assistant Planner & Intern Planner (policy planning)

RESPONSIBLE FOR:

1. Responsible for leading and managing the development of complex and politically sensitive land use and community planning policy projects.
2. Leadership on major initiatives uses best practices in planning and project management and recommends defensible solutions.
3. Responsible for initiating, coordinating and undertaking specialized research on complex planning issues from problem identification to implementation. Defines problems and identify options and possible solutions.
4. Manages the creation of Community Improvement Plans, Secondary Plans for development and other major policy initiatives as required.
5. Writes and presents reports to Council and Committee and helps to provide written formal municipal input to the Niagara Region and Province on various policy reviews, policy changes and legislative amendments.
6. Responsible for preparing and providing expert planning opinion at tribunals including the Local Planning Appeals Tribunal and courts. Responsibilities also include attending review meetings with legal counsel to provide background information on litigations, attend pre-hearings and settlement discussions and providing advice to legal

counsel during hearing.

7. Confers/liaises with municipal, provincial, and federal authorities, civic leaders, lawyers, land developers, the public and special interest groups to formulate and develop land use policies and regulations.
8. Participates in internal and external teams with respect to special planning studies (new legislation, development policy, community improvement plans, secondary plans etc.)
9. Presents studies, policies and applications at public meetings and coordinates, chairs and makes presentations at public information sessions.
10. Provides functional guidance to staff and specialized consultants, providing work direction, assigning tasks/projects, determining methods and procedures to be used resolving problems and ensuring results are achieved while being responsible for financial accountability of project budget.

POSITION REQUIREMENTS:

Minimum four (4) year degree in Planning, a Master's Degree in Planning is preferred.

A minimum of ten (10) years of progressively responsible, relevant municipal planning experience.

Full member in good standing with the Ontario Professional Planners Institute and the Canadian Institute of Planners.

COMPETENCIES

Knowledge of project management practices.

Ability to lead the procurement of consultants, management of consultant's work and staff, and financial accountability of project budget for consultant assignment.

Attention to detail and pursues quality in the accomplishment of tasks.

Client/customer focus - provides superior service to both internal and external customers.

Teamwork – works cooperatively and effectively with others to reach a common goal.

Ensures the highest standards of confidentiality and integrity at all times.

Proven leadership in conflict resolution, problem solving, negotiations and facilitation direction.