

The Corporation of the District of Oak Bay

Job Description



Job Title:	SENIOR PLANNER – CLIMATE ACTION	JEPE Number:	
Department:	Community Building and Planning Services	Pay Grade:	
Area:	Planning	Position Status:	Regular – Full Time
Location:	Municipal Hall	Position Type:	Union
Supervisor:	Deputy Director of Community Building and Planning Services	Last Updated:	November 2023

Job Purpose:

Under the direction of the Deputy Director of Community Building and Planning Services, the Senior Planner is a generalist who will focus on coordinating municipal climate action priorities and advance the District's response to climate change through policy development and implementation. In addition, the position will support the development, facilitation of and implementation of several key Council Priority Projects including infill housing, village area planning and responding to regulatory changes at the provincial level.

The employee must use considerable initiative and judgement in carrying out the required tasks within this program. This is an advanced planning position that requires a sound understanding of climate change and sustainability issues, housing planning policy issues, political sensitivity, and requires innovative thinking on complex policy issues relating to climate action and housing.

Duties and Responsibilities:

- Lead the District's overall response to climate change by coordinating, delivering and implementing climate action initiatives across the organization and community.
- Researching, planning, coordinating and implementing key planning policy, climate change projects and initiatives.
- Update and maintain the Corporate and Community Energy and Emissions Inventories.
- Developing strategies and new initiatives including a Climate Action Plan, as well as preparing and updating policy documents.
- Responsible for strategic planning policy development with an emphasis on housing, community planning, sustainability and climate change.
- Developing, administering, and coordinating policy on various planning issues, including those related to land use planning, sustainability and climate change related matters.
- Conducting data analysis and policy review related to climate policy initiatives.
- Developing, administering, and coordinating policy on sustainability and climate change related matters.
- Provide support and guidance to the Senior Leadership Team, District departments, staff, and other stakeholders in developing climate action and resilience projects, programs and policies.
- Leading and participating in project related meetings and committees.
- Leading and planning public consultation and engagement processes related to, climate change and complex land-use issues and policy development.
- Facilitating meetings, workshops, and outreach and engagement activities.
- Researching and analyzing data, and preparing comprehensive reports, documentation, correspondence, and other materials related to the work.

- Monitor, review and where appropriate, lead the District’s participation in local, regional, provincial and federal programs and funding related to climate action and resilience.
- Managing Request for proposals and consultants. Preparing and/or delivering presentations on complex and potentially politically sensitive topics.
- Liaising with various business units and external agencies and responding to enquiries.
- Developing communications materials, including content for the District’s website and social media accounts.
- Building partnerships with key partners and agencies and submitting grant applications.
- Representing the District on various committees and projects as needed.
- Coaching and mentoring of staff in performing their duties; and
- Performing related duties as required and assigned.

Required Knowledge, Abilities & Skills:

- Considerable knowledge of the theory and practice of housing policy, land use planning, zoning regulation, sustainability and climate change, in a municipal context.
- Considerable knowledge of the theory and practice of sustainability and climate change, resilience and the formulation of strategies with respect to climate action in a municipal context.
- Knowledge and experience with implementing successful programs to reduce GHG emissions.
- Knowledge of current regulatory and policy framework for climate action and energy management specifically as it relates to local government.
- Well versed in provincial regulatory processes related to climate action.
- Exceptional ability to manage complex and sensitive policy projects.
- Ability to investigate and collect data on social, economic and physical issues and to discuss and develop policy.
- Ability to establish and maintain effective working relationships with other employees, elected officials, key partners, stakeholders and the public.
- Knowledge of administrative procedures within local government and of by-laws and policies related to planning.
- An ability to manage multiple projects and deadlines concurrently.
- Excellent verbal and written skills including preparation and presentation of reports or other information to a Council, advisory committees, senior leadership and the public.

Qualifications:

- University Degree from a recognized institution in Land Use Planning or similar field related to climate change (urban planning, geography, environmental science).
- Six (6) years of related planning experience, or
- An equivalent combination of education and experience may be considered.

Required Licenses, Certifications and Registrations

- Certified member (RPP) or eligibility for membership with the Canadian Institute of Planners and Planning Institute of British Columbia.