

# JOIN OUR TEAM!



## THE ROLE

### Supervisor, Planning & Development

This is a temporary full-time role at the County, with an annual compensation range of \$87,564 - \$98,498.

## THE OPPORTUNITY

Are you a natural leader? Are you passionate and knowledgeable about planning & development? Do you want to make a difference in the community with innovative GIS technologies? If your technical qualifications match your attention to detail, ability to manage a team, enthusiasm for leveraging technology to modernize processes, we want to hear from you!

You will oversee and direct all aspects of the planning process, ensuring alignment with County standards, policies, and regulatory frameworks. You will also supervise the Planning Division in handling development applications, navigating planning & engineering requirements, and managing mapping and GIS functions.



- University Degree
- Membership in Canadian Institute of Planner & Ontario Professional Planners Institute



- Minimum 2 years of current related experience.
- Supervisory experience.



- Reasoning
- Cognitive Flexibility
- Interpersonal Communication

## THE COUNTY

Located on the Niagara Peninsula in Southern Ontario, Haldimand County is a single-tier municipality with diverse urban and rural communities, an endless supply of four-season outdoor activities and an outstanding quality of life. Our diverse team of responsive and dedicated professionals are committed to providing our citizens with high-quality services making our County a great place to work and live.

The County believes in encouraging our employees to contribute to meaningful work that makes a positive difference. Joining our team opens the door to a rewarding career where the health and wellness of our employees, families, and communities is vital to the success of our workplace. The municipality's dedication to work/life balance, flexible working hours, remote work options, wellness programs, employee recognition programs, learning and development opportunities, competitive salaries and benefits are a few of the reasons why you should join us today!

If you want to become a leader in your field and take your career to new heights, let's talk and build something great.

## THE NEXT STEPS

If this sounds like you, please submit your application online at [www.haldimandcounty.ca/careers](http://www.haldimandcounty.ca/careers).

This posting closes on **December 13, 2023 at 4:30 p.m.** Visit our careers page for more opportunities.

## JOB DESCRIPTION

### Supervisor, Planning & Development

<b>POSTING #:</b> NU-2023-44	<b>Employer Group:</b> Non-Union
<b>POSTING PERIOD:</b> November 29 – December 13, 2023	<b>Reporting To:</b> Manager, Planning & Development
<b>Grade:</b> 8	<b>Position Status:</b> Temporary Full-Time (until approximately September 5, 2025)
<b>Wage Range Annually:</b> \$87,564 - \$98,498	<b>Hours Worked Per Week:</b> 35
	<b>Location:</b> Haldimand County Administration Building

#### CORE COMPETENCIES:

Reasoning | Cognitive Flexibility | Interpersonal Communication | Initiative | Project Management

#### POSITION SUMMARY:

Oversee and direct the Planning and Development division, as well as ensuring all new development proposals meet the standards and policies of the County and the regulatory and professional standards. Additionally, provide supervision, guidance and support to the Planning Division staff, including the development application processing, planning and engineering requirements and mapping/GIS functions, County's pre-consultation process and development-related regulatory frameworks (zoning, development permits, urban design standards).

#### QUALIFICATIONS, KNOWLEDGE & SKILLS

##### Education

- University Degree relative to the area of responsibility, with specialized certification and a current membership in the Canadian Institute of Planner and Ontario Professional Planners Institute.
- Plus a current membership with the Ontario Association of Certified Engineering Technicians and Technologists.

##### Experience

- Minimum 2 years of current related experience.

##### Knowledge/Skills

- Good understanding of municipal government, its operations, services, and legislation that affects divisional responsibilities.
- Sound knowledge of the Planning Act and its Regulations, all related Provincial policy documents and legislation, and other relevant law.
- Sound knowledge of all aspects of the planning and development processes.
- Sound knowledge of engineering principles including Ontario Provincial Standards and Ministry of Environment guidelines and aspects of the municipal criteria including the Design Criteria.
- Sound knowledge of division operations and relevant current management, technical and operating practices.
- Valid Ontario Driver's License and access to a reliable vehicle.
- Excellent verbal and written communication skills with the ability to influence, motivate, provide training, using flexible communication styles and to ensure suitable agreement, decisions are reached.
- Demonstrated initiative, and ability to make decisions involving broadly defined work, affecting major functions.

- Demonstrated ability to work independently within broader policies, and measured by results.
- Demonstrated ability to exercise significant discretion and sensitivity involving regular work with confidential information.
- Proven ability to influence financial decisions, including authorizing discretionary expenditures.
- Demonstrated analytical and problem-solving skills involving regular ingenuity, and development of complex, new, and improved methods, procedures, systems etc.
- Demonstrated capability to supervise and coordinate functional groups.
- Organizational skills with conscientiousness, to avoid errors and ability to meet deadlines.
- Excellent interpersonal skills including the ability to work effectively in a team environment and guide interdisciplinary team-based discussions to increase staff morale, team building, collaboration, and community pride, including managing conflict and emergencies using tact, diplomacy, empathy, and conflict resolution skills to resolve issues.
- Technology Aptitude
  - Demonstrated intermediate computer skills to utilize various technological devices and programs while adhering to cybersecurity and best practices are followed.
  - Intermediate knowledge of MS Office (Word, Excel, Outlook, PowerPoint)
  - Computer proficiency in CityView and Bluebeam.

## **RESPONSIBILITIES**

**The incumbent is expected to but not limited to:**

### Corporate

- Supervise and administer the development review process and applicable legislation and regulations and staff and make professional recommendations relative to development applications and policy assessment ensuring that objectives of the division for quality customer service are met and professional responsibilities and County standards are adhered to.
- Research, evaluate and make recommendations on a number of issues pertaining to Division functions including the drafting of appropriate administrative policies, zoning by-laws, urban design standards, procedures, development permit standards as requested by the Manager that will ensure that the regulatory framework guiding development is current to the needs of the County and that Staff carries out development review functions in accordance with current and effective municipal standards.

### People

- Provide supervision and guidance to division staff on a day-to-day basis and in relation to long-term work programs to ensure that there is clear understanding of the work to be completed and that the processes and procedures are followed.
- Monitor performance levels, assign duties, prepare professional development plan and goals and objectives; ensure goals and objectives are identified to work toward personal development, as well as division / department goals and Corporate Strategic Objectives.
- Communicate with the Manager regarding staffing matters, complex planning matters or items of political interest.

### Money/Asset

- Assist Division Manager with budget preparation and provide input.
- Monitor status throughout the year, taking appropriate actions to ensure adherence to the approved budget.

### Functional

- Present information at public meetings, Council meetings, and staff meetings; represent the Department and/or Division at relevant meetings.
- Ensure records for all projects/work undertaken are current accurate and complete and that documentation is readily retrievable.
- Practice effective public relations to sustain the positive image of the Corporation in Haldimand County; establish and maintain relationships with counterparts in other Municipal governments, and ensure cooperative relations with Staff, other levels of government and agencies.
- Ensure that corporate goals and objectives are maintained and incorporated into the work being performed and ensuring a high level of customer service.

Demonstrate commitment to the Haldimand County code of conduct

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the job.

**WORKING CONDITION(S):**

- Regular Business Hours: 8:30am-4:30pm, Monday to Friday

Haldimand County envisions all County staff to possess a high degree of Ethical Behaviour & Professionalism, Political Acumen, Relationship Management, Credibility, Flexibility & Adaptability, Empathy & Compassion, Entrepreneurship, and Customer Service.

Haldimand County is an equal-opportunity employer who strives for inclusivity and belonging for all. Accommodation is available at any stage of the hiring process to applicants with differing abilities. If you require accommodation at any stage of the hiring process, please contact us at [hrhelpdesk@HaldimandCounty.on.ca](mailto:hrhelpdesk@HaldimandCounty.on.ca).

*County employees who are interested in applying for this position must complete the EMPLOYEE APPLICATION FORM via County's Intranet - FuNK and submit online with a resume and cover letter by 4:30 PM on the last day of this posting.*

We thank you for your interest in working for Haldimand County. Only candidates selected for an interview will be contacted.