

JOIN OUR TEAM!



THE ROLE

Planner

This is a **permanent full-time** role at the County. The hourly compensation range for this role is **currently under review**.

THE OPPORTUNITY

You'll represent the County in the provision of professional planning services to members of the Public. Additionally, you conduct the research and analysis required to provide professional advice and recommendations relating to land development, long range planning and policy development that ensures the quality of life in Haldimand County is sustained and / or improved.

You will collaborate with the Planning team to ensure compliance with relative Provincial Legislation and Municipal by-laws, policies and processes related to the services and advice provided.

THE PERKS

- Hybrid Work Options
- 35 Hour Work Week
- Employee Recognition
- Wellness Programs
- Safe & Friendly Work Culture
- Professional Development
- Defined Benefit Pension
- Banked Time Off



- University Degree
- Member in good standing of C.I.P



- Some prior related experience



- Initiative
- Project Management
- Interpersonal Skills

THE COUNTY

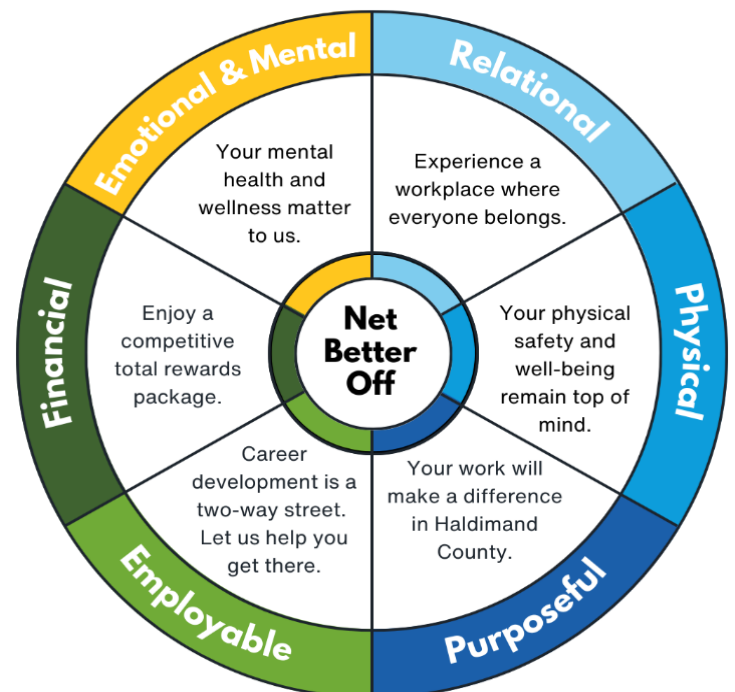
Haldimand County is a single-tier municipality with a dedicated team of professionals committed to delivering exceptional services to our citizens. With a focus on excellence, our county stands as an outstanding place to work and live. By joining our dynamic team, you open the door to a rewarding career where we prioritize the health and wellness of our employees, their families, and the communities we serve.

At Haldimand County, we believe in the Net Better Off philosophy. This means we're passionate about helping our staff thrive and advance in an inclusive environment.

THE NEXT STEPS

If this sounds like you, please submit your application online at www.haldimandcounty.ca/careers.

This posting closes on **April 18, 2024 at 4:30 p.m.** Visit our careers page for more opportunities.



JOB DESCRIPTION

Planner, Planning & Development

POSTING #: CUPE-2024-16	Employer Group: CUPE Local 4700 (Haldimand)
POSTING PERIOD: April 4-18, 2024	Reporting To: Supervisor, Planning & Development
Grade: Under Review	Position Status: Permanent Full -Time
Wage Range Hourly: Under Review	Hours Worked Per Week: 35
	Location: Haldimand County Administration Building

CORE COMPETENCIES:

Initiative | Project Management | Interpersonal Communication | Collaborative Skills | Digital Literacy

POSITION SUMMARY:

Represent the County in the provision of professional planning services to members of the Public. Additionally, conduct research and analysis required to provide professional advice and recommendations relating to land development, long range planning and policy development that ensures the quality of life in Haldimand County is sustained and / or improved. As well as ensure compliance with relative Provincial Legislation and Municipal by-laws, policies and processes related to the services and advice provided.

QUALIFICATIONS, KNOWLEDGE & SKILLS

Education

- University Degree, four years or equivalent (Planning or related field i.e. geography, environmental studies)
- Plus member or candidate member in good standing of Canadian Institute of Planners (C.I.P.) and a Registered Professional Planner (RPP) in the Province of Ontario is preferred .

Experience

- Minimum one year related experience

Knowledge/Skills

- Sound working knowledge of relevant legislation, regulations, policies and procedures (including Planning Act, Provincial Policy Statement, Places to Grow, and municipal Official Plan and Zoning By-law)
- Excellent interpersonal skills
- Strong communication skills (oral, hearing and written).
- Strong research skills.
- Demonstrated organization, analytical and time management skills.
- Proven project development & management skills.
- Proven ability to work independently or as a team member.
- 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)

RESPONSIBILITIES

The incumbent is expected to but not limited to:

Corporate

- Maintain and foster corporate goals by ensuring public access to and participation in the planning process.
- Research and prepare reports and / or assist in the preparation of long range planning studies related to planning and development issues as well as economic development issues.

People

- Assist County solicitor in preparation to cross examine witness(es) at OLT hearing(s) when and if required.
- Provide advice and information to municipal staff including Building Inspectors and By-law Enforcement Officers.
- Develop and maintain public awareness for the various land use policies, always being receptive and responsive to public feedback including representing the Municipality at public gatherings, e.g. Chamber of Commerce, BIA meetings, schools, etc.

Timeline

- Conduct site inspections as needed

Functional

- Undertake the evaluation and provide feedback of development initiatives / proposals ensuring compliance with Municipal and Provincial policies and regulations utilizing professional judgement and planning principles.
- Review, process and evaluate development applications and reports, provide professional planning opinions or recommendations to senior staff and Council.
- Prepare and present reports relating to planning proposals and issues and make recommendations (which may include conditions of approval) to Committee of Adjustment, Committee and Council.
- Attend meetings to provide and receive information relative to development proposals when and as required.
- Provide support and research assistance on issue-specific and general policy initiatives.
- Assist in the preparation of peer reviews; of terms of reference documents; and, other aspects of study / project to be undertaken.
- Monitor the Zoning By-Law and Official Plan for any inconsistencies and ensure those identified are addressed and corrected during the appropriate review.
- Assist in developing and implementing community engagement strategies.
- Conduct statistical analysis; long-range planning; economic studies.
- Develop and maintain related databases.
- Undertake tasks / work assignments as directed by the Supervisor or Manager.

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.

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.