



Islands Trust

**JOB PROFILE**

Position #: 88093 (SSI), 36571 (GAB), 36560 (VIC)

**TITLE: PLANNING TEAM ASSISTANT**

**CLASSIFICATION: CLERK GRID R9**

**MINISTRY: ISLANDS TRUST (60-7755)**

**WORK UNIT: LOCAL PLANNING SERVICES**

**SUPERVISOR TITLE: REGIONAL PLANNING MANAGER**

**SUPERVISOR POSITION #:** 36550 (SSI)  
36532 (GAB)  
36529 (VIC)

**JOB OVERVIEW**

*The focus of this position is to provide administrative support to the business of the Local Trust Committees and the regional office planning team.*

*Under the direction of the Regional Planning Manager (RPM) the Planning Team Assistant undertakes the responsibilities of supporting the planning staff to carry out the day-to-day business of one or more local trust committees.*

*Working within a highly complex political environment, the position provides support to the planning team and the organization by ensuring the following tasks are completed in accordance with legislated requirements and organizational policies and procedures:*

- *Providing administrative support for development applications process;*
- *Organizing, coordinating and supporting regular and special meetings for Local Trust Committees;*
- *Coordinating minute-taking for Local Trust Committee Meetings, Public Hearings and Community Information Meetings;*
- *Coordinating and providing support for Advisory Planning Commissions (APC), Boards of Variance and other bodies;*
- *Handling incoming correspondence;*
- *Webposting;*
- *Responding to enquiries about applications;*
- *Providing back up to the planning clerk as needed; and*
- *Assisting with agenda preparation as directed by the Regional Planning Manager.*

**ACCOUNTABILITIES**

Required:

- Meeting Coordination responsibilities:
  - Ensuring all aspects of the coordination for meetings (including regular and special LTC meetings) are organized in a timely manner; and
  - Coordinating meetings and appointments as required for the Planning team.

- Agenda Preparation responsibilities:
  - Assisting with agenda preparation as directed by the Regional Planning Manager.
- Administration of Minute Takers and of Minutes of Meetings responsibilities:
  - Participating in recruitment, training and orientation of minute taking staff;
  - Administering minute preparation by reviewing draft minutes from minute takers, proofreading, formatting, copying, tracking and circulating of minutes from a variety of sources and meetings, in compliance with established policies and applicable legislation;
  - Providing feedback/instruction and direction to minute takers;
  - Attending meetings to take minutes as required;
  - Providing assistance to Legislative Clerk as directed by the Regional Planning Manager, to prepare and/or process Resolutions-Without-Meeting; and
  - Publishing adopted minutes.
- Application Processing Support responsibilities:
  - Receiving and acknowledging applications;
  - Opening application files and entering into applicable database;
  - Ensuring applications and fees are correct and complete;
  - Processing application refunds;
  - Compiling background materials (ie. mapping, title, covenants, related correspondence, etc.);
  - Answering inquiries regarding the status of applications; and
  - Coordinating with other Agencies on application files and referrals.
- Document Records responsibilities:
  - Coordinating application document record keeping and bring forward systems.
- Enquiries responsibilities:
  - Responding to development application enquiries from the public and providing information such as brochures, packages, forms or applications.
- Planning Support Responsibilities:
  - Providing support to local planning staff by creating a variety of documents;
  - Proofreading and editing; and
  - Conducting file searches.
- Commissions and Boards responsibilities:
  - Organizing meetings, statutory notices, agenda packages, maintaining membership tracking databases, processing of agenda correspondence and dissemination of information packages for Advisory Planning Commissions (APC)/Boards of Variance (BOV).
- Teamwork responsibilities:
  - Attending and participating in staff meetings as directed or supported by the Regional Planning Manager.
- Additional Support responsibilities:
  - Under the direction of the Regional Planning Manager, providing backup and assisting other administrative support functions.); and

- Providing backup reception coverage as required.
- Webposting responsibilities:
  - Responsible for posting and updating relevant webpages on the Islands Trust Website as directed by the Regional Planning Manager.

## **JOB REQUIREMENTS**

- Grade 12 or equivalent education, and successful completion of a recognized business, college or a post-secondary school certificate is required; preference may be given to candidates demonstrating successful completion of courses relating to local government , such as those offered by the Municipal Administration Training Institute.
- A minimum of 3 years of relevant administrative office support experience is required; preferably in a public sector environment.
- Experience with keyboarding, word processing, spread-sheets, databases, and other standard computer applications (i.e Microsoft Office, Excel, eScribe, database and tracking systems on a local area network) is required.
- Experience with web posting is preferred.
- Experience in local government is preferred.
- Knowledge of and experience in minute-taking processes is preferred.
- Must possess excellent oral and written communication skills.
- Experience in records management is preferred.
- Experience in providing support for Committees is preferred.

## **BEHAVIOURAL COMPETENCIES**

### Islands Trust core competencies:

- **Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.
- **Problem Solving/Judgement** is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.
- **Organizational Commitment** is the ability and willingness to align one's own behaviour with the needs, priorities and goals of the organization, and to promote organizational goals to meet organizational needs. It also includes acting in accordance with organizational decisions and behaving with integrity.
- **Teamwork and Co-operation** is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.
- **Service Orientation** implies a desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations, and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.
- **Concern for Order** reflects an underlying drive to reduce uncertainty in the surrounding environment. It is expressed as monitoring and checking work or information, insisting on clarity of roles and functions, etc.