



JOB PROFILE

Position #88093(SS1), 36571(GAB), 36560(VIC)

TITLE: PLANNING TEAM ASSISTANT

CLASSIFICATION:

CLERK GRID R9

MINISTRY: ISLANDS TRUST,
MINISTRY OF MUNICIPAL AFFAIRS

WORK UNIT:

PLANNING SERVICES

SUPERVISOR TITLE: REGIONAL PLANNING MANAGER

SUPERVISOR POSITION #:

36550(SS1)
36532 (GAB)
36529 (VIC)

PROGRAM

Located in Coast Salish territory, the Islands Trust is a special purpose government responsible for protecting the unique amenities and environment of 13 major gulf islands and more than 450 smaller islands and surrounding waters in the southern Strait of Georgia and Howe Sound. Created by the Province via the *Islands Trust Act*, Islands Trust plans and regulates local land use, cooperates with other levels of government and First Nations on key environmental issues impacting the area, and protects land through the Islands Trust Conservancy.

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. This is not a planning officer position.

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 (including electronic meetings);
- 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;
- Web-posting;
- Responding to enquiries about application fees and submission processes;
- Providing back up to the Legislative Clerk as needed; and
- Assisting with agenda preparation as directed by the Regional Planning Manager.

Date: March 14, 2023

ACCOUNTABILITIES

Meeting Coordination responsibilities:

- Ensuring all aspects of the coordination for meetings (including regular and special, electronic and other, 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 enquiries 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.
- Must possess and demonstrate excellent oral and written communications skills.

Web-posting responsibilities:

- Responsible for posting and updating relevant webpages on the Islands Trust Website as directed by the Regional Planning Manager.

SELECTION CRITERIA

Requirements

- Grade 12 or equivalent education, and successful completion of a recognized, relevant, business, college or a post-secondary school certificate.
- 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) .
- Experience with Zoom

Preference may be given for the following:

- A minimum of 3 years of relevant administrative office support experience.
- Candidates demonstrating successful completion of courses relating to local government, such as those offered by the Municipal Administration Training Institute.
- Experience in a public sector environment.
- Experience with web posting.
- Experience in local government.
- Knowledge of and experience in minute-taking processes.
- Experience in records management.
- Experience in providing support for Committees.

PROVISOS

- Occasional overnight travel to conferences or meetings within BC.
- Possession and maintenance of a Class 5 BC Drivers' License.

BEHAVIOURAL 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.

Indigenous Relations Behavioural Competency:

Sustained Learning and Development means continually increasing your ability to build and maintain respectful and effective relationships with Aboriginal people. Central to this competency is appreciating that there are many other cultural understandings of knowledge and ways of working that have legitimacy and deserve respect – and therefore require our continual learning and development, including direct exposure to cultural and community ways. It includes an eagerness to continually reflect upon and assess your own level of cultural agility and competence, self-awareness, and expertise. It means being willing to learn in new and different ways and appreciating how diverse ways of thinking and acting can ensure the success of the BC Public Service in supporting Aboriginal self-determination.