



TITLE: **PLANNER 1 (PLANNING OFFICER N21)** **CLASSIFICATION:** (GRID 21)

MINISTRY: ISLANDS TRUST **WORK UNIT:** LOCAL PLANNING SERVICES
 MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING

SUPERVISOR TITLE: REGIONAL PLANNING MANAGER **SUPERVISOR POSITION #:** 36532 (GAB)
 36529 (VIC)
 36550 (SSI)

PROGRAM

Located in Coast Salish territory, the Islands Trust is a special purpose government responsible for protecting the unique amenities and environment of more than 450 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, coordinates with other level of government and First Nations on key issues impacting the area, and protects land through the Islands Trust Conservancy.

JOB OVERVIEW

The Planner 1 provides support to Local Trust Committees and community boards and committees within an assigned regional area of the Islands Trust. Acting under the direction of a Regional Planning Manager (RPM) the Planner 1 is primarily responsible for responding to enquiries and processing a variety of current planning applications and referrals. The Planner 1 will undertake planning-related research, and liaise with other Islands Trust or external agency staff regarding planning, mapping or other issues. The Planner 1 will prepare reports for and make presentations to a Local Trust Committee. Routine duties may include interaction with administrative staff to ensure communication, reporting and facilitation of meetings and events.

The Planner 1 may be required to perform duties of a Planner 2 in an acting capacity when requested by a Regional Planning Manager. For reporting purposes, the Planner 1 is responsible to the Regional Planning Manager.

ACCOUNTABILITIES

- Responds to public enquiries received in person, by telephone, by e-mail or in written correspondence;
- Processes routine planning applications and referrals as directed by the Regional Planning Manager or Island Planner, including but not limited to: siting and use permits, development permits, development variance permits, and non-complex bylaw amendments, building permits referrals, subdivision referrals, Liquor Control Licensing Board referrals, Agricultural Land Commission referrals, and Crown agency referrals;
- Conducts research, including site inspections, and prepares reports for presentation to local trust committees in conjunction with permit applications, referrals and proposed bylaw amendments;
- Attends local trust committee and other public meetings ;
- Undertakes research related to local trust committee projects and on topical policy issues;

- Undertakes inter-agency and First Nations liaison in conjunction with application, project and bylaw referrals under the guidance and direction of a Regional Planning Manager or Island Planner;

OTHER JOB DUTIES AND TASKS:

- Provides instruction or assistance to other Islands Trust staff regarding notices, scheduling of meetings, mapping requests and other administrative and technical processes;
- Supports the activities of the Regional Planning Manager, Director of Local Planning Services, and other staff as required;
- Assists Bylaw Enforcement Officers with enforcement-related matters.

JOB REQUIREMENTS

Education and Experience

- A university degree in planning or a related field such as geography or urban studies, and at least one year planning experience, preferably in local government, or an equivalent combination of education and experience;

Preference will be given to candidates who, in addition to the required qualifications and skills, have:

- Experience working in a BC local government planning office;
- Experience processing development permits, development variance permits, and non-complex bylaw amendments, building permit referrals, subdivision referrals, Liquor Control Licensing Board referrals, Agricultural Land Commission referrals, and Crown agency referrals.
- Experience working with First Nations and rural communities;
- Advanced visual communication/graphics skills (i.e. proficiency with Adobe Creative Suite); and
- Membership or eligibility for membership in the Canadian Institute of Planners.

Required Skills

- A working knowledge and understanding of the *Local Government Act* and other Provincial policies and legislation applicable to land use planning in the Province of BC;
- Understanding of common law principles and legislative conventions applicable to land use planning;
- Excellent oral and written communication skills;
- Ability to work effectively in a supervised team environment;
- Ability to establish and maintain respectful and diplomatic working relationships with applicants, trustees, staff, agencies and the public;
- Demonstrated sensitivity to political issues and impacts;
- Ability to work effectively under pressure and manage and prioritize workload;
- Ability to maintain organized and complete files;

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.

- **Information Seeking** is driven by a desire to know more about things, people or issues. It implies going beyond the questions that are routine or required in the job. It may include "digging" or pressing for exact information; resolution of discrepancies by asking a series of questions; or less-focused environmental "scanning" for potential opportunities or miscellaneous information that may be of future use.
- **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.
- **Service Orientation** is the 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.
- **Teamwork and Co-operation** 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.

INDIGENOUS RELATIONS BEHAVIOURAL COMPETENCIES

- **Sustained Learning and Development** means continually increasing your ability to build and maintain respectful and effective relationships with Indigenous peoples. 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 Indigenous self-determination.