

LONG RANGE PLANNING & SUSTAINABILITY MANAGER

Why Campbell River?

Campbell River offers a rare combination of a welcoming small town feel with large city amenities. We are 45 minutes from the top of Mt. Washington and just minutes from over 100 km of all levels of mountain biking and hiking trails and are surrounded by ocean, rivers and lakes for sports fishing, kayaking, paddle boarding... and whale watching.

The job!

As part of the Long Range Planning and Sustainability team, you will work in a fast paced and citizen service environment. Reporting to the Director of Community Planning and Recreation you will be responsible for planning, coordinating, leading and directing long range community planning and sustainability initiatives and activities.

To be successful in this role, you will have:

- Post-secondary degree specializing in Community Planning, Environmental Sciences, Sustainability or a similar relevant program.
- Eligible for membership with Canadian Institute of Planners.
- Minimum of 7 years of progressive experience in policy development and program delivery related to long range community planning, social planning, climate change, environmental management and sustainability, preferably in a management role within local government.
- Minimum of 5 years of managerial experience including 3 years of direct supervisory experience.
- Experience working with politicians, senior staff, public, and the media.

Who you are!

- Highly organized and have excellent time management skills
- You believe that proper planning is the key to success
- Positive and optimistic
- Self-motivated and goal oriented
- Diplomatic; you treat everyone with respect and dignity

The rewards!

- This exempt position offers a competitive salary, commensurate with qualifications and experience, as well as an attractive benefit and vacation package.

Please see the attached for a detailed job description that lists all the duties and necessary qualifications for this position.

This posting closes on Sunday, April 25, 2021.

Please send your resume with covering letter, quoting **Competition EXT-21-22** to:



Human Resources Department
City of Campbell River
301 St. Ann's Road
Campbell River, BC V9W 4C7
Email: careers@campbellriver.ca

We thank all applicants, however, only those selected for interviews will be contacted.

LONG RANGE PLANNING & SUSTAINABILITY MANAGER

Approval Date: October 2018 **Department:** Community Development
 IAFF CUPE Management
Title of Management Supervisor: Director of Planning

General Accountability:

Purpose and Scope

Reporting to the Director of Community Planning and Recreation, the Long Range Planning & Sustainability Manager is responsible for planning, coordinating, leading and directing long range community planning and sustainability initiatives and activities. Key areas of focus include long range land use and parks planning, neighbourhood planning, affordable housing, social planning, climate action, environmental management and stewardship, downtown revitalization initiatives, and public art. In fulfilling their duties, the Long Range Planning & Sustainability Manager will be responsible for effective relationship building and strategic communications with key community stakeholders, various levels of government and non-government organizations and all City departments. This includes providing strategic advice to staff, senior management and Council, and ensuring that the City's long range plans are integrated within one another and into the activities of all City departments. This position plays an integral role in guiding growth and development by ensuring the creation of a thriving, inclusive, attractive, vibrant and sustainability oriented community.

The scope of responsibilities within each function includes research, forecasting, community engagement and regulatory implementation in support of effective and sustainable department management and work plan results.

Nature and Scope of Work

- Manages department staff with an emphasis on the execution of plans and delivery of services, providing guidance on establishing work priorities and setting goals and objectives;
- Oversees departmental hiring, probationary period and performance evaluations, identification of training needs, identification and implementation of performance improvement measures including issuing discipline where appropriate, and making recommendations for termination in consultation with the Human Resources Department;
- Facilitates learning and growth by providing training, coaching and mentorship to staff, ensuring that professional development and certification requirements are met and succession plans are developed;
- Ensures departmental compliance with relevant policies, procedures, standards, specifications, regulations, bylaws and technical initiatives;
- Collaboratively leads development, updates, revisions and implementation of key long range planning documents including for example the Official Community Plan, the Zoning Bylaw, the Integrated Community Sustainability Plan, the Agriculture Plan, Refresh Downtown and the Community Energy & Emissions Plan;
- Initiates, plans and directs long range planning, long range parks planning, social planning including affordable housing, downtown revitalization, sustainability, environmental management, and public art strategies, studies, projects and activities that are appropriately matched to the community's economic, environmental and social demands and needs;
- Oversees the development, implementation, and compliance with the City's Environmental Protection Bylaw, environmental development permits and other policies and projects pertaining to environmentally sensitive areas, as well as providing review and recommendations to Council on environmental issues

within Campbell River's boundary;

- Acts as project manager for significant initiatives, including managing consultants and exercising overall project financial control;
- Develops, implements, reviews and modifies operational programs, ensuring alignment with long-range plans and corporate objectives, along with the achievement of departmental goals and results;
- Works with others across the organization and outside the organization to develop and recommend new and improved approaches and methods of operation to enhance the achievement of department objectives;
- Establishes and maintains co-operative and effective cross-jurisdictional working relationships with other department managers and staff, consultants, contractors, builders, developers, utility companies, federal, provincial and local government agencies and the general public to support the achievement of department and corporate goals;
- Promotes, coordinates and assists in the integration of sustainability objectives into all aspects of the City's environmental, financial and social initiatives, policies and decision making, including asset management;
- Participates as a team member in projects being led by other departments that affect the long term growth, development, and sustainability of the community;
- Promotes and facilitates cross-departmental staff engagement, training and communication initiatives on long-range planning, social planning, climate change, sustainability, environmental protection & stewardship and public art through development of presentations and other ongoing resources;
- Oversees the City's corporate and community greenhouse gas emission reporting, Carbon Neutral Reserve Fund, and ensures the City achieves compliance with its Climate Action Charter commitments;
- Makes recommendations on ecological, sustainable, strategic options that will reduce the City's Greenhouse Gas (GHG) emissions profile and help the City to become carbon neutral;
- Identifies regulatory, policy or procedural deficiencies, gaps, or conflicts within functional areas of responsibility and develops solutions/improvements as needed;
- Acts as an advisor and drafts and recommends long range planning, affordable housing, social planning, sustainability, environmental protection/stewardship, and public art strategies and policy development to senior management and Council, with a view to meeting Council's strategic priorities;
- Ensures that all long range planning and sustainability programs are efficiently delivered and well-aligned with long-range community plans and corporate objectives;
- Ensures full departmental compliance with all federal, provincial and City regulations, standards, specifications, guidelines, policies and procedures;
- Mediates complaints and claims made against the City with respect to departmental responsibilities;
- Provides formal departmental representation in various settings as required including Council, committees, commissions, working groups, media, etc.;
- Coordinates the preparation and administration of departmental operating and capital financial plans in accordance with City policies;
- Manages department within the approved budget limits and in compliance with City bylaws, policies and procedures;
- Facilitates cost savings, fundraising, grants, and awards for long range planning and sustainability projects;
- All staff employed by the City of Campbell River will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties;
- Promotes a safe work place and ensures that all established safety procedures are followed.

Necessary Qualifications

Technical Knowledge/Skills:

- Thorough knowledge of the principles, best practices, concepts and issues related to local government operations and governance, long-range community planning, social planning, downtown revitalization, neighbourhood planning, climate change, energy management, waste reduction, green buildings, environmental protection, sustainability, and their impacts locally and globally.
- Thorough knowledge of initiatives and programs that seek to reduce GHG emissions by the use of the best currently available technology, and by sequestering and/or offsetting.
- Knowledge of energy efficiency and sustainability standards and rating systems.

- Knowledge of applicable federal, provincial and local legislation, codes, regulations, standards and guidelines, as well as City bylaws, policies and procedures.
- Working knowledge of WorkSafeBC regulations.
- Knowledge of budget formulation and maintenance processes.
- Knowledge of the Collective Agreement and the City’s labour relations principles.
- Knowledge of contract administration.
- Skilled in the sourcing and completion of external funding opportunity applications.
- Proficient with Microsoft Office suite, and departmental specific software.

Key Competencies:

Key Competency	Job Specific Requirements
Adaptability and Flexibility	Able to adapt readily to rapidly changing demands and circumstances in a changing work environment.
Collaboration and Negotiation	Able to work collaboratively across departments and with external agencies/groups to ensure ideas, proposals and solutions of all stakeholders are considered. Able to influence, persuade and gain the cooperation of others.
Communication	Excellent presentation, verbal and written communication skills. Able to provide diverse information and advice to diverse audiences including Council, staff and public in an accurate and straightforward manner. Able to write concise and complex policies, correspondence and reports.
Conflict Management	Advanced interpersonal, coaching and conflict resolution skills. Able to reduce tension or conflict between two or more people. Able to resolve conflict with a professional manner and calm demeanour, and to deal effectively with the public, staff, elected officials, and external agencies.
Creativity and Innovation	Able to lead, plan, deliver and monitor change initiatives and innovation.
Decision Making and Problem Solving	Advanced analytical and problem solving skills utilizing solid judgment.
Initiative	Self-starter and highly motivated to make proactive changes. Able to make educated decisions with little or no supervision. Takes initiative to research and analyze best practices, benefits and models. Skilled at sourcing and completing external funding opportunity applications.
Leadership	Able to lead and manage staff, including encouraging, inspiring and supporting others to deliver. Leads by example in maintaining a respectful, safe and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.
Networking and Relationship Building	Superior networking characteristics. Able to establish and maintain effective working relationships and build credibility at all levels with a variety of internal and external stakeholders. Able to develop partnerships, and coach and guide others to do the same. Strong political savvy.
Planning and Organizing	Excellent strategic planning, organization and project management skills. Able to meet deadlines, multi-task and manage time effectively, while delivering high quality results.
Results and Quality Focus / Attention to Detail	Proven ability to perform with a high level of attention to detail and accuracy. Strong research and analytical skills with proven abilities in gathering, consolidating and presenting information.

Education/Training/Certification:

- Post-secondary degree specializing in Community Planning, Environmental Sciences, Sustainability, or a similarly relevant program.
- Eligible for membership with Canadian Institute of Planners.
- Advanced local government administration training.
- Must possess and maintain a valid BC driver’s license, as per City policy.

Experience:

- Minimum of seven (7) years of progressive experience in policy development and program delivery related to long-range community planning, social planning, climate change, environmental management and sustainability, preferably in a management role within local government.
- Minimum of five (5) years of managerial experience including three (3) years of direct supervisory experience.
- Experience working with politicians, senior staff, public, and the media.

Preferred Criteria

- Completion of a graduate degree in urban planning or related field.