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Employment Opportunity

Senior Project Coordinator (2 positions)

Planning & Protective Services, Regional Housing

Competition	22/179
Status	Regular Full time Regular Full time (Term until December 31, 2025)
Hours of Work	70 hours bi-weekly
Rate of Pay	\$46.63 to \$52.89 per hour
Review of applications begins	4:00pm on July 3, 2022 however will remain open until suitable candidates are found

Summary

The Senior Project Planner, reporting directly to the Manager, Planning and Development, will be responsible for assisting the Capital Region Housing Corporation in continuing to develop affordable housing across the capital region. The Senior Project Planner will provide research, analysis and advice related to both redevelopment and development opportunities while guiding all aspects of the planning, site feasibility, funding application and municipal approvals processes. The position will also build strong relationships with project stakeholders and agency partners to advance complex and impactful redevelopment and development opportunities from concept through to construction.

Two positions are available. One is a regular full-time position and the other is a regular full-time term position until approximately December 31, 2025.

This position requires an acceptable criminal record check. The applicant/incumbent will be required to undergo a criminal record check in order to work in this position and to report to their supervisor if any criminal charges are laid against them that may be related to their employment in this position.

Duties & Responsibilities

- Provide leadership, support and on-going monitoring during the pre-construction phase of redevelopment and development of affordable residential projects.
- Research and analyze relevant municipal, provincial and federal regulations, policies, programs and funding guidelines to inform redevelopment and/or development decisions.
- Prepare funding applications for submission to various funding bodies, verify and process claim forms as related to awarded funds.
- Prepare and/or review contract scope of work, detailed cost estimates, staff reports and requests for proposals
- Using technical expertise, provide contract oversight and administration including directing, liaising and negotiating with consultants with the responsibility of maintaining project standards.
- Lead and implement procurement/tendering processes for various project team disciplines; assess and evaluate estimates, proposals and quotes following appropriate procurement guidelines; understand best practices and implications of recommendations and/or decision-making in alignment with all relevant policies.
- Assist with reviewing change orders and change directives, request for information, tender recommendations, payment certificates and invoices, and engineering field reports.
- Assist with project feasibility analysis, conceptual design reviews, contract document reviews, and hiring consultant teams.
- Lead process workflow, including project initiation, regular briefings and presentations with senior management and stakeholders, project documentation, reporting and records management.
- Proactively identify project risks and develop and initiate response plans with the support of management.
- Review design drawings and as-constructed drawings.
- Prepare and draft communication and project related updates for releases, coordinate and monitor information on the website, and manage responses to enquiries from the public on identified projects.
- Review and maintain housing development proformas, cash flows and costing models.
- Schedule meetings, prepares agendas and required materials, obtains equipment if needed and produce minutes.

- Liaise with CRD departments and divisions, government representatives, educational institutions, agency and not-for-profit stakeholders and other entities.
- Perform other related duties as required.

Qualifications

- A degree in urban planning, engineering, business administration with a minimum of 6 years' related experience.
- Related experience should include a combination of public and private sector planning and/or development at the local or regional scale, policy analysis, research, public engagement, project management and writing.
- Working knowledge of relevant planning legislation, including the *Local Government Act*, *Community Charter* and *Land Titles Act*.
- Ability to collect, analyze and synthesize diverse and complex information, prepare options and develop recommendations for action or decision based on findings.
- Ability to design, implement, facilitate and document engagement processes (e.g., surveys, information sessions, working group meetings, public / stakeholder consultation events, workshops).
- Eligibility for membership in the Planning Institute of BC is an asset.
- Excellent communication (verbal and written), interpersonal and customer service skills are required.
- Knowledge of and ability to use various computer word processing, spreadsheet and project scheduling programs and databases.
- Excellent presentation skills with demonstrated ability to communicate complex, technical information to non-technical and technical audiences.
- Demonstrated ability to establish and maintain effective working relationships with internal and external stakeholders.
- Results-oriented, energetic team player, who is able to collaborate effectively with diverse groups of professionals and across multiple disciplines.
- Knowledge of federal/provincial/municipal regulations, legislation, codes, standards and guidelines related to development projects.
- Ability to work well independently and as part of a team.
- Must possess a valid BC Driver's Licence.

To keep our employees, customers and the communities we serve safe, the CRD has introduced an employee vaccination policy intended to prevent the transmission of COVID-19. As such, the CRD requires verification of your COVID-19 vaccination status as a condition of employment.

Applications

To apply for this exciting opportunity, please submit your resume and covering letter online at www.crd.bc.ca under “Careers”. To learn more about working with us, [visit our website](#).

The CRD thanks you for your interest and advises only those candidates under active consideration will be contacted.

