

# **PEACE RIVER REGIONAL DISTRICT**

## **Planning Services Manager**

### **THE ORGANIZATION: PEACE RIVER REGIONAL DISTRICT**

Located east of the Rockies, the regional district is characterized by rolling hills with grain and cattle farms. About 40% of the province's Agricultural Land Reserve is situated within the regional district. The Peace River flows west-to-east through the middle of the eastern half of the regional district. West of the Rockies, the terrain is severe mountain wilderness with few roads and only a handful of inhabitants.

The Peace River Regional District (PRRD) was established in 1987 when the lands formerly included in the Peace River-Liard Regional District were divided into two regional districts. The PRRD encompasses approx. twelve million hectares (119,000 square kilometers) and serves a population of about 61,532 who reside in seven incorporated municipalities and four rural electoral areas.

Regional districts in British Columbia were established by the Provincial Government for three primary purposes:

- To act as local government for their (unincorporated) electoral areas;
- To provide the political and administrative frameworks necessary for member municipalities and electoral areas to collaborate on the provision of services; and,
- To be the regional service body responsible for providing regional services to, and undertaking key activities on behalf of, the entire region.

To learn more, please visit Peace River Regional District's [Website](#).

### **THE OPPORTUNITY: PLANNING SERVICES MANAGER**

Reporting to and under the general guidance and direction of the General Manager of Development Services, the Planning Services Manager is responsible for day-to-day planning staff oversight and guidance on technical matters related to the processing of development applications. Drawing upon their experience, technical skills and knowledge, the Planning Services Manager is the primary point of contact for planning staff and management in trouble shooting, issues resolution, process inquiries and guidance on planning document and legislation interpretation.

The Planning Services Manager works directly with planning staff in the review of and commenting on correspondence, staff reports and technical comments. This position takes a lead role in long-range land use and development planning for the PRRD regional area. They are responsible for leading and managing the efforts in developing policy and performing research, creating official community plans, zoning bylaws and all other land use management tools, as required. The Planning Services Manager takes a lead role in working with planning staff on their professional growth and is actively involved in coaching, mentoring, and providing constructive feedback on assignments to ensure staff learn from their experiences. They provide effective delegation and supervision for the Planners. This position also provides functional, technical, and professional advice and guidance to senior PRRD staff and departments, Regional Board and committees, external agencies, consultants, landowners/developers, and the general public related to the coordination of land use planning and development approvals and processes.

**Key Accountabilities:**

- Assists with the human resource management practices of the Department, coaching and mentoring planning staff, and identifying staff capacity building training and development opportunities;
- Provides supervision and direction to the planning department to ensure adherence to departmental requirements and procedures;
- Leads and manages long-range planning activities in a manner that supports public engagement and community sustainability;
- Develops and maintains Official Community Plans for unincorporated land and communities;
- Manages the public consultation process and provides subject matter expertise;
- Collects and analyses data and survey results;
- Provides assistance on current planning projects during staff leaves and periods of peak workload;
- Attends evening meetings and public consultations as required, and provides expert advice support to Planning staff - particularly when dealing with contentious issues;
- Provides expert advice and counsel to a variety of stakeholders, including elected officials, committees, and internal departments;
- Responsible for special projects and initiatives as required;
- Acts as the General Manager of Development Services in their absence;
- In the absence of the General Manager, attends Board of Director meetings to provide support and subject matter expert advice as required;
- Builds and maintains strong working relationships with staff, as well as a wide range of external stakeholders, including: Provincial and Federal ministries, regulatory agencies, consulting groups, community groups, member municipalities and committees;
- Reviews and comments on all staff reports before they are submitted for General Manager approval and Board/Committee consideration;
- In the event of an emergency, this position will be a key member of the Emergency Operations Centre (EOC);
- Performs other duties as required.

**Qualifications & Experience:**

- Post-secondary degree in land use planning, or a related discipline;
- Several years of related experience, preferably in a local government setting, ideally at a supervisory level and preferably in a unionized environment;
- A Registered Professional Planner with membership or eligibility for membership in the Canadian Institute of Planners (CIP) is an asset;
- A sound knowledge of planning principles, practices and techniques is required;
- Demonstrated experience in preparing, applying, and interpreting planning documents and regulation instruments;
- Demonstrated leadership ability to set priorities, meet deadlines, and manage work demands;
- A valid BC driver's license is required as travel around the region will be necessary;
- An equivalent combination of education, training and experience may be considered.

**Core Competencies:**

**Accountability** - Assumes responsibility for successfully accomplishing work goals and objectives and consistently delivering results; setting high standards of performance for self and others.

**Planning and Prioritization** - Plans and organizes work activities; manages several tasks at once.

**Collaboration** - Works cooperatively with others, inside & outside the organization, to accomplish objectives to build & maintain mutually beneficial partnerships, leverage information, & achieve results.

**Communication** - Provides regular, consistent, and relevant information to others and ensures appropriate individuals are informed; listens carefully to others, asks questions or clarification, and responds thoughtfully; communicates in a clear and concise manner using appropriate content, style, and method of communication to suit the needs of the individual or audience.

**External and Organizational Awareness** - Identifies and understands how internal and external issues (e.g. economic, political, social trends) impact the work of Peace River Regional District.

**Judgment and Problem Solving** - Demonstrates independent and sound judgment in an abstract environment to make decisions independently or collaboratively.

**Professional Integrity** - Displays and promotes conduct and behaviours consistent with Peace River Regional District's standards.

**Initiative** - Identifies opportunities and issues, and proactively acts and follows through on work activities to capitalize or resolve them.

**Occupational Health and Safety** - Applies knowledge of occupational health and safety principles and practices at Peace River Regional District.

**Customer Service** - Demonstrates a commitment to public service, serves and satisfies internal and external customers, holds themselves accountable for quality outcomes.

**Relationship Building and Management** - Develops and maintains effective relationships with others, relates well to people from varied backgrounds and in different situations, show understanding, courtesy, tact, empathy, and politeness.

**COMPENSATION:**

A competitive compensation package will be provided including an attractive base salary range of **\$95,339 - \$112,163** and excellent benefits. Further details will be discussed in a personal interview.

**To apply, please visit our [website](#).**

**FOR MORE INFORMATION, PLEASE CONTACT:**

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