



## **NOTTAWASAGA VALLEY CONSERVATION AUTHORITY**

### **JOB DESCRIPTION**

**Position: Planner 1**

**Position Purpose:**

Responsible for planning services assistance and for review and commenting on applications related to planning and development within the department of watershed management services and complete Conservation Authorities Act approvals.

**Date of Last Revision: December 2021**

**Position Reports To:** Supervisor, Planning Services

## **Position Mandate for: Planner 1**

### ***Management/Leadership***

- Provision of technical advice and assistance to multi-department staff.
- Monitor the performance of works being done by self to ensure safety and the use of protective devices, in accordance with NVCA policy and the *Occupational Health and Safety Act*.

### ***Technical***

- Assist the Planning program in the preparation of background information for land use planning applications.
- Provide technical review and response to land use proposals, official plan amendments, site plan and draft plan of subdivision applications under the *Planning Act* including consent and minor variance applications, and zoning by-law amendments.
- Provision of the technical review of *Niagara Escarpment Planning and Development Act*, *Environmental Assessment Act* proposals.
- Provision of input to municipal/county official plans and comprehensive zoning by-laws.
- Provide technical review and response to permit applications under the Conservation Authorities Act.
- Assist the Director, Watershed Management Services and Planning Services team with administrative duties.

### ***Communications/Representation***

- Professional representation of the Conservation Authority with the general public, developers, commercial interests, legal sector, NVCA Board members & staff, and the written and electronic media, as required.
- On-going development and maintenance of a contact network of counterparts in other Conservation Authorities and member municipalities; recommendations to the Manager &/or Director of Planning on service improvement.
- Liaison with counterparts in other Conservation Authorities and member municipalities.
- Liaison with planning regulatory officials/agencies at the federal, provincial and municipal levels.
- Participation in Committees/Task Forces as required, and representation of the Manager, Planning Services &/or Director, Watershed Management Services at meetings when requested.

## Knowledge/Skills Requirements

<b>Knowledge and Skills</b>	<b>Basic Competency</b>	<b>Int. Competency</b>	<b>Adv. Competency</b>
<b>1.0 Technical Knowledge and Skills</b>			
1.1 Education: Degree in Geography, Environmental Studies, or related discipline	✓		
1.2 Experience: 3 years directly related	✓		
- Membership in or ability to obtain membership in: Ontario Professional Planners Institute (RPP) and the Canadian Institute of Planners (CIP)	✓		
1.3 Technical knowledge in specific disciplines/areas including:			
- Content details, applicable urban planning specialties (i.e. comprehensive watershed/planning, econometrics, land use planning, environmental protection and preservation, source water protection planning, natural hazard & natural heritage, etc.)		✓	
- Content details of general planning principles		✓	
- Content details and technique of ecological and watershed management principles		✓	
- Specifications of the technical terms and conditions for major planning studies/projects		✓	
- Content details, <u>Planning, Municipal, Conservation Authorities Acts</u> , related federal and provincial regulations/legislations and land use planning policies and procedures of member municipalities		✓	
- Content details, operating procedures, work methods, and standards for the various sections of the Planning Department		✓	
- Policies and procedures covering the Conservation Authorities Plan Input and Review functions		✓	
- Policies, procedures and case precedents re: municipal/county official plans and, zoning by-laws		✓	
1.4 Knowledge of sources of information for each of the above disciplines; ability to research information from appropriate sources		✓	
1.5 Ability to develop and maintain technical/professional contacts with counterparts in Conservation Authorities and the municipal field as well as provincial and federal government representatives, community groups/associations, special interest groups and public/private sector sponsors			✓

<b>Knowledge and Skills</b>	<b>Basic Competency</b>	<b>Int. Competency</b>	<b>Adv. Competency</b>
<b>2.0 Knowledge of Conservation Authority Operations and Administration</b>			
2.1 Familiarization with the technical terms, functions, activities and key contacts for each of the Departments/Functions in the Conservation Authority:			
- Office of the CAO & Communications	✓		
- Land, Education & Stewardship Services	✓		
- Watershed Management (Planning, Monitoring and Engineering)		✓	
- Corporate Services (Finance, Administration, Human Resources)	✓		
- Corporate Services (GIS/IT)		✓	
<b>3.0 Public and Customer Contact Skills</b>			
3.1 General knowledge of the services offered/provided to customers/clients and stakeholders by the various departments in the Authority		✓	
3.2 Familiarization, "key players" (e.g., representatives of community associations, special interest groups, etc.)		✓	
3.3 Customer contact skills (e.g., telephone answering, public and private sponsors, "customer-centered" problem-solving, etc.)			✓
3.4 Full appreciation of "how the Conservation Authority works" (i.e., key functions/sub-functions, work process/flow within and between Depts., Board/Authority Staff interaction, important players and their roles, financial implications/sensitivities, public education and awareness efforts, etc.)		✓	
<b>4.0 Management Skills</b>			
4.1 Ability to evaluate specific work situations and to decide appropriate action based upon decision-making principles and sound judgment (i.e., distinguishing between facts and perceptions, anticipating consequences, maintaining overall corporate perspective, etc.)		✓	
4.2 Task management skills (planning, organizing, controlling) as applied to own work, the work of subordinates and outsourced professionals/technicians		✓	
4.3 People management skills (work direction and follow-up, coaching/counseling, performance appraisal, etc.)	✓		
4.4 Coordinating skills, i.e., obtaining inputs/participation of other Depts. and counterparts in other municipalities while making effective use of their time and resources		✓	

<b>Knowledge and Skills</b>	<b>Basic Competency</b>	<b>Int. Competency</b>	<b>Adv. Competency</b>
4.5 Project management capability, including knowledge of relevant techniques (e.g., Project Evaluation & Review Techniques, Critical Path Methodology, etc.)		✓	
4.6 Working knowledge of strategic planning processes and techniques including goal setting, work planning, integrated budgeting, monitoring performance against Strategic Plan, etc.	✓		
4.7 Leadership skills in motivating/directing the work of others (subordinates, co-workers, contractors/suppliers), e.g., leading by example and/or technical competence	✓		
4.8 Working knowledge of effective training techniques and the ability to apply them in training/developing subordinates, co-workers	✓		
4.9 Change management skills (e.g., understanding of the need for change, consideration of various change strategies/approaches, selection of the optimum change approach, anticipation of changes, effective response to changes, etc.)		✓	
4.10 Motivated to learn or advance own expertise, demonstrating flexibility in continuous learning and identifying and acting on opportunities to increase the value of own role		✓	
<b>5.0 Support Skills</b>			
5.1 Effective in written communications (concise, to the point, well organized, etc.):			
- correspondence, letters, memo, short reports		✓	
- medium-size to major reports, based on thorough staff work		✓	
5.2 Effective in oral communications (concise, articulate, persuasive, etc.):			
- one-on-one, small group settings			✓
- large group presentation settings		✓	
5.3 Ability to grasp problem essentials quickly and to identify cause-effect relationships; ability to anticipate/identify problems and propose solution alternatives		✓	
5.4 Interpersonal skills and the ability to apply them in contacts with subordinates, co-workers, suppliers/contractors, and Full Authority:			
- Empathetic listening			✓
- Realization of impact of own behaviours or others			✓
- Objective rather than judgmental feedback			✓

<b>Knowledge and Skills</b>	<b>Basic Competency</b>	<b>Int. Competency</b>	<b>Adv. Competency</b>
5.5 Ability to represent the Authority effectively in contacts with government officials, community associations, special interest groups, developers, suppliers, contractors, general public, the media, etc.			✓
5.6 Negotiating skills (i.e., ability to evaluate trade-offs and reach agreements reflecting a win-win situation for the Authority and the parties concerned; and, if applicable, ability to clearly identify pertinent contract terms and conditions)		✓	
5.7 Conflict management/resolution skills (i.e., ability to arbitrate/mediate differences of opinion among senior managers, staff, various stakeholders, etc.)		✓	
5.8 Ability to handle/cope with on-the-job stress (i.e., simultaneous handling of "hot files", ambiguities/"grey" areas, conflicting views among senior Authority Staff and/or Board Members, changing priorities, after-hours work, etc.)		✓	
5.9 Ability to handle confidential information; familiarity with procedures to secure such information in the file/data system of the Conservation Authority			✓
5.10 Computer literacy (i.e., working knowledge of PCs, internet, other office automation including hardware, software and networking)		✓	

## **Factors in the Work Environment**

Degree of interaction definitions: High = >70% of the time; Medium = >50% of the time; Fair = <50% of the time

- A HIGH degree of confidentiality and discretion is required.
- The position has a MEDIUM degree of impact of errors.
- The position has a HIGH amount of interaction with staff and the public.
- The position reports to the Supervisor, Planning Services.
- Regular hours of employment are 8:30 a.m. to 4:30 p.m. Monday to Friday; however, work outside of these hours may be required from time to time.
- Position is based in the John Hix Administration Building

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit and talk or hear.
- The employee occasionally is required to use hands for manual dexterity.
- The employee is occasionally required to stand, walk, and reach with hands and arms.
- The employee must be able to occasionally lift and/or move up to 20 kg.
- Specific vision abilities required by this job include: close vision, depth perception, and ability to adjust focus for most of the day.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually light.
- Travel is occasionally required.
- Employee may occasionally be exposed to outside weather conditions.
- Dealing with shifting priorities is a regular occurrence.