



NOTTAWASAGA VALLEY CONSERVATION AUTHORITY

JOB DESCRIPTION

Position: Manager, Planning Services

Position Purpose:

To coordinate the review of development and land use planning applications and environment assessment proposals, as well as coordination of the implementation of the environmental regulations under the *Conservation Authorities Act*, including processing permit applications, inquiries and investigation of unauthorized works. This position will also support the Director with various management duties.

Date of Last Revision: July 2021

Position Reports To: Director, Watershed Management Services

Position Mandate for: Manager, Planning Services

Management/Leadership

- Day-to-day supervision of Planning and Regulations staff while achieving objectives via a team approach.
- Provision of inputs to the Director regarding the development of policy initiatives for the NVCA's planning program, including sub watershed plans and source water protection planning policy and natural hazard and natural heritage planning.
- Provision of technical advice and assistance to Authority Staff.
- Provides recommendations to the Director on service improvements and makes recommendations to Director on enforcement policies & procedures and major enforcement decisions; i.e., laying of charges.
- Monitors the performance of works being done by self and subordinates to ensure safety and the use of protective devices, in accordance with NVCA policy and the *Occupational Health and Safety Act*.
- When applicable, day-to-day supervision of subordinates that may be assigned to the position.

Technical

- Establishment of environmental planning policy through the policy formulation process including public consultative applications.
- Provision of input to municipal/county official plans and comprehensive zoning by-laws.
- Provision of technical review of official plan amendments, zoning by-law amendments, subdivisions, condominiums and site plan applications under the *Planning Act*.
- Provides technical review/advice and response to permit applications under the *Conservation Authorities Act*.
- Provides and assist with *Conservation Authorities Act* and NVCA Regulation investigations, violations; and issue charges where necessary.
- Oversee the processing applications under the Niagara Escarpment Planning & Development Act and the Environment Assessment Act as well as the technical review and processing of legal and general inquiries.
- Key position responsible for the development of policy initiatives for the NVCA's planning program, including sub watershed plans, source water protection planning policy, and natural hazard and natural heritage planning.
- Provision of technical advice to Ontario Land Tribunal (OLT, formerly known as OMB and Mining and Land Commission) Hearings.

Communications/Representation

- Development and submission for approval of new or revised policies and procedures or other agreements for the Planning Department.
- Works with Director in coordinating Section 28 Board Hearings, including presenting information/evidence to the CAO/Secretary-Treasurer, Board of Directors and OLT as required.
- Oversee the preparation of Provincial Court, Civil Court, Board of Directors and OLT Hearing documentation.

- Ongoing development and maintenance of a contact network of counterparts in other Conservation Authorities and member municipalities; recommendations to the Director on service improvement.
- Representation of the Conservation Authority with member municipalities, community groups/associations, the general public, special interest groups, developers, commercial interests, and the written and electronic media.
- Liaison with Planning regulatory officials/agencies at the federal, provincial and municipal levels.
- Participation in and presentations to Committees and Councils as required; representation of the Director at meetings when requested.

*Day-to-day supervision refers to work planning/scheduling, work distribution/follow-up, training/coaching and monitoring of working conditions; also includes liaison with Human Resources for recruitment, terminating, performance management/review, etc.

Knowledge/Skills Requirements

<i>Knowledge and Skills</i>	<i>Basic Competency</i>	<i>Int. Competency</i>	<i>Adv. Competency</i>
1.0 Technical Knowledge and Skills			
1.1 Education: Degree in Geography, Environmental Studies or related discipline	✓		
1.2 Certificates/Licence/Affiliations: <ul style="list-style-type: none"> Membership, or eligibility for membership in the Canadian Institute of Planners (CIP) Registered Professional Planner (RPP) an asset 	✓		
1.3 Experience: 4 years related	✓		
1.4 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.)			✓
- Specifications of the technical terms and conditions for major planning studies/projects			✓
- Content details of processing of permit applications for both legal and general enquiries related to the requirement to obtain a permit, and unauthorized works			✓
- Content details and techniques of ecological and watershed management principles			✓
- Content details, Planning act, Municipal Act and Conservation Authorities Act and land use planning policies and procedures			✓
- 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			✓
- Content details, operating procedures, work methods and standards for the various sections of the Planning Department			✓
- Content details of the Conservation Authorities Act and other CA Statutes pertaining to the services delivered by the Planning & Regulations Department			✓
1.5 Knowledge of sources of information for each of the above disciplines; ability to research information from appropriate sources			✓

Knowledge and Skills	Basic Competency	Int. Competency	Adv. Competency
1.6 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			✓
2.0 Knowledge of Conservation Authority Operations and Administration			
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)		✓	
3.0 Public and Customer Contact Skills			
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.)		✓	
4.0 Management Skills			
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			✓

Knowledge and Skills	Basic Competency	Int. Competency	Adv. Competency
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			✓
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			✓
5.0 Support Skills			
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			✓

Knowledge and Skills	Basic Competency	Int. Competency	Adv. Competency
- Realization of impact of own behaviours or others			✓
- Objective rather than judgmental feedback			✓
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 HIGH degree of impact of errors.
- The position reports to the Director, Watershed Management Services.
- The position has a HIGH amount of interaction with staff and the public.
- The position will supervise staff.
- 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 50 pounds.
- 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 required occasionally throughout watershed for site visits.
- Dealing with shifting priorities is a regular occurrence.