

# Executive Director - Planning & Development

*Halifax Regional Municipality (HRM) is growing at an unprecedented rate – with the fastest growing downtown of all Canadian cities in the latest census. HRM has an exciting opportunity to join the team overseeing this growth and to continue building on recent successes.*

*Reporting to the Deputy Chief Administrative Officer, the Executive Director leads the HRM's Planning & Development Services Business Unit providing leadership and stewardship of professional planning services in the areas of regional and community planning, urban design and heritage planning, land development and regulation, infrastructure planning & growth analysis, and building standards.*

*The Executive Director will oversee the formulation of long-range objectives and policies related to future land use and municipal servicing, including the preparation, review and evaluation of municipal planning strategies, land use bylaws and regulations.*

*Ensuring quality customer focused service delivery by using innovative policies and procedures to maximize the effective utilization of human, technological and equipment resources available in the business unit is also a critical responsibility of the Executive Director.*

## **DUTIES AND RESPONSIBILITIES**

- Provides support to Council, Executive Leadership Team, & other business units to carry out the corporate mandate. Includes input in the formulation of council policies, attending weekly council meetings, monthly community council meetings, delivering reports to council, attending and presenting at the public meetings, representing HRM at local, provincial, and national level, and in meetings with councilors;
- Oversees development of annual business plan that supports the long-term municipal strategic goals;
- Oversees the development and implementation of operating & capital budgets reflecting daily operational needs, long-term plans & fiscal partnerships;
- Participates in the formulation of policies and vision of the Municipality at the Executive Leadership level by sharing information and advice; participating in corporate planning, analysis, and decision-making processes. Plays a strategic role in HRM's planning to determine the long-term health of the Municipality and implications of planning decisions;
- Responsible to ensure program delivery meets professional practice guidelines and legislated obligations pursuant to the Municipal Government Act, HRM Charter, and applicable by-laws/administrative orders;
- Responsible for the development, delivery and assessment of all services, policies, and procedures pertaining to Planning & Development;

- Fosters and maintains productive relationships with citizens, other orders of government, academia, non-governmental organizations, development industry and Regional Council to support corporate goals and objectives;
- Ensures service delivery is responsive to the needs of internal and external clients;
- Responsible for developing corporate policy and strategy on planning issues including strategic planning for municipal lands;
- Aligns resources with the business plan, ensuring resources are allocated to priorities, and that structures and reporting relationships are appropriate for service delivery;
- Ensures services are provided in the most efficient and effective way including analyzing alternative service delivery methods, trend analysis and policy development;
- Provides leadership to staff and other business units in the preparation of policies for land use, infrastructure, transportation, social issues, and other municipal matters affecting citizens quality of life;
- Develops strategies that clearly establish uniform and cost-effective service levels;
- Remains knowledgeable of new concepts to assess and promote the use of innovative technology;
- Provides ongoing leadership using effective management techniques, implementing change management and performance management processes, developing personnel, and encouraging creativity and innovation so that employees can conceptualize and advance new concepts and plans within the overall themes and objectives of the Municipality;
- Responsible for implementation, supervisory and compliance with corporate, provincial & related occupational health and safety legislation.

### **Education & Experience**

- Degree in Planning, Engineering, Business, Public Administration, or related degree from an accredited university;
- Membership or eligibility for membership in the Canadian Institute of Planners considered an asset;
- Ten years of progressively responsible experience in professional planning &/or land development with at least five years in a supervisory role with demonstrated experience leading planning and development initiatives; policy analysis and development, program management and strategic management training and experience;
- Demonstrated labour relations experience in managing both union and non-union work forces;
- Experience liaising with diverse government and regulatory agencies; and
- Extensive planning and development experience satisfactory to the Municipality may be substituted for educational requirements. Satisfactory experience generally includes work in resolving progressively complex and comprehensive land use issues combined with a university degree in a related discipline.

### **Technical/Job Specific Knowledge & Abilities**

- Thorough knowledge of municipal and heritage legislation, municipal planning strategies and related by-laws;
- Extensive knowledge and understanding of the administrative and community context of community planning and development regulations;
- Knowledge of the operations, policies, procedures, and regulations relative to municipal subdivision, land use, and construction approvals;
- Knowledge of associated business units and agencies as well as their related procedures and regulations;
- Knowledge and skills related to human resource management and labour relations; and
- Knowledge and skills related to budget preparation and management.

**Security Clearance Requirements:** Applicants may be required to complete an employment security screening.

**Competencies:** Values & Ethics, Visioning & Strategic Thinking, Decision Making, Networking/Relationship Building, Valuing Diversity, Managing Change, Organizational Awareness, Teamwork & Cooperation, Developing Others, Communication, Customer Service.

**Work Status:** Permanent, full-time.

**Hours of Work:** Monday-Friday, 8:30am-4:30pm, 35 hours per week. Additional hours may be required.

**Salary:** Level EX1, Non-union range \$176,950-\$222,710

**Work Location:** Duke Tower, 5251 Duke Street, Halifax.

**Closing Date:** Applications will be received up to **11:59 pm on Sunday, April 30, 2023.**

A detailed job description is available for prospective candidates. Please email Lori McKinnon - [mckinnl@halifax.ca](mailto:mckinnl@halifax.ca)

**Please note:** We thank all applicants for their interest in this position. Only those applicants selected for interview/testing will be contacted.

During the recruitment process, applicants have the right to request an accommodation. Applicants invited to participate in an assessment process (such as an interview or testing) and who require accommodation, should discuss their needs with the Recruiter when invited to participate in the assessment process.