



Make working for  
The City work for you.



## Senior Strategic Planner – AMENDMENT

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

As a Senior Strategic Planner with Downtown Strategy, you will lead complex, cross-corporate, strategic planning, and implementation initiatives to advance the Council approved Greater Downtown Plan and Downtown Strategy. You will also liaise and collaborate directly with Council, Civic Partners, and Industry, and be responsible for report writing, presenting at Committee and Council, and managing projects with confidential and highly sensitive commercial information that has material significance to the Corporation and the Greater Downtown community. Primary duties include:

- Coordinate the tasks, actions, and projects required to implement The Greater Downtown Plan, which forms the foundational pieces of the overall downtown strategy including a fulsome review of the downtown districts land use bylaw, amend and advance the policy, identify and address existing regulatory barriers and challenges, and contribute to overall strategy development.
- Lead and manage cross-corporate initiatives, advocate and influence other business units and departments on work priorities that advance the implementation of the downtown strategy, and gain Administration, interest group, and political buy-in on new initiatives and innovative changes that support the vision of the Greater Downtown Plan.
- Set priorities for the work team, ensure the work team uses consistent approaches, methods and interpretation aligned with Corporate standard, provide status reports, and make recommendations and decisions throughout project plan.
- Manage consultants across a variety of strategic projects and initiatives, develop Request for Proposals (RFPs) and Request for Quotes (RFQs) for consultant requirement, conduct interviews as needed, review Consultant proposals, hire and onboard, delegate tasks and direct timelines, oversee and manage work and deliverables.

### Qualifications

- A degree in planning or related field and at least 7 years of progressive planning or combination of related experience, including supervisory knowledge and experience.
- Preference will be given to those with a graduate degree with a complementary mix of education across degrees.
- Supervisory knowledge and experience are required.
- Eligibility of CIP membership is required.
- Ability to mentor, manage a team, as well as oversee team members work and professional development are critical in this role.
- Strong communication and facilitation skills with the ability to influence others and build consensus and the ability to handle and implement change are necessary for success in this role.
- Equivalent combinations of experience and education may be considered.

### Pre-employment Requirements

- Successful applicants must provide proof of qualifications.

Union: Exempt  
Position Type: 1 Permanent  
Compensation: Level E \$80,640 - 121,760 per annum  
Hours of work: Standard 35 hour work week.  
Audience: Internal/External  
Amendment: Apply By Date

Business Unit: Downtown Strategy  
Location: 800 Macleod Trail S.E.  
Days of Work: This position works a 5 day work week earning 1 day off in a 3 week cycle.  
Apply By Date: November 13, 2023  
Job ID #: 308613

Apply online at [www.calgary.ca/careers](http://www.calgary.ca/careers)