



THE CORPORATION OF THE TOWN OF OAKVILLE

JOB POSTING

POSITION ID: 3816-002

CALL NO.23-3440

Job Designation:	Policy Planner
Department:	Planning Services
Job Details:	Temporary Full Time (CUPE 1329T)
Salary Range:	\$85,765 - \$104,587
Closing Date:	Applications for this position must be received at oakville.ca no later than 11:59 pm on December 1, 2023 .

Note: In accordance with CUPE 1329 Collective Agreement Article 37.01, a Trainee Secondment may be considered for applicants who do not possess all of the position requirements if a fully qualified candidate is not available in the applicant pool. The Seconded Trainee will be compensated at the CUPE 1329 Pay Grade 11.

We offer:

- A hybrid work schedule
- A defined benefit pension plan (OMERS)
- Comprehensive health plan complemented with life and disability insurance (Permanent full-time position only)
- A progressive work environment that promotes a work/life balance and strives to be a great place for great people to do great things.

This position reports to the Manager, Policy Planning and Heritage and will undertake planning work related to policy development and implementation. The Policy Planner will undertake planning work to provide an advanced level of planning knowledge and expertise assisting with formulation and implementation of policies.

Job Responsibilities:

- Working in a collaborative, professional team environment, interprets and provides advice on the Town's Official Plan(s), zoning By-law(s), the Planning Act and other planning related legislation;

- Undertakes background research and analysis on land use, growth management, demographic, economic, environmental and development related issues;
- Monitors, evaluates and responds to existing and emerging Provincial, Regional and other planning initiatives;
- Develops and facilitates public and stakeholder engagement of planning projects and policy matters;
- Provides assistance and advice to other planners on policy proposals and development applications;
- Prepares and presents reports and studies with recommendations on a wide range of policy planning matters for consideration by Town Council;
- Works directly with consultants on planning studies;
- Provides expert planning evidence before the Local Planning Appeals Tribunal (LPAT) on the Town's behalf as it relates to planning matters;
- Performs other duties and special projects as assigned.

Qualifications/Skills:

- This position requires a university degree in Urban Planning, Urban Geography or a related discipline.
- Must have at least three (3) years of related experience in planning policy analysis and formulation, public consultation and planning.
- Excellent organizational and project management skills.
- Working knowledge in Geographic Information Systems.
- Ability to interpret various types of data and recognize, investigate and remedy any discrepancies and issues.
- Excellent written and oral communication skills.
- Proven report writing skills and attention to detail.
- Innovative and strong critical thinker.
- Demonstrate creativity and originality in creating planning and development policies and proven ability to successfully oversee their implementation.
- A solid understanding of legislation, policy and implementation instruments is required.
- Demonstrated ability to work independently and as a team member.
- Experience in providing expert testimony at the Ontario Municipal Board or the Local Planning Appeals Tribunal is an asset.
- Ability to use 3D modelling as a tool to formulate policy and evaluate development proposals would be an asset.
- Membership in the Ontario Professional Planners Institute is required (or eligible for full membership); full membership in Canadian Institute of Planners would be considered an asset.

DATED: November 17, 2023

This job profile reflects the general requirements necessary to perform the principal functions of the job. This does not include all of the work requirements of the job. Applicants are required to demonstrate through their application and in the interview process that their qualifications match those specified. The minimum threshold score for the interview is 75%.

We thank all applicants and advise that only those selected for an interview will be contacted.