



## Manager of Policy Planning

### People, Place, Prosperity

Working within our Strategic Plan, **Cambridge Connected**, and committing to our values of Integrity, Respect, Inclusiveness and Service, the successful candidate will work together to help the City of Cambridge achieve our vision: A place for people to prosper – alive with opportunity.

### Job Profile

This position is responsible for managing the activities and operation of the Policy Planning portfolio, including long-range policy planning, environmental planning, heritage planning, urban design programs, affordable housing, inclusionary zoning and the City's Official Plan. The position is also responsible for the oversight of the City's Heritage program including but not limited to Heritage designations, preservation and planning.

### What you will be doing

- Provides leadership and initiative in developing and formulating long term planning and development policies that meet the corporate vision and goals and advises the Chief Planner on appropriate strategies affecting overall growth of the City, such as the industrial/residential mix, development locations, housing/heritage and environmental strategies.
- Responsible for keeping the City's Official Plan policies current, including amendments to the Plan to reflect new Regional and Provincial policy initiatives, as well as managing the formal review as mandated.
- Assists the Chief Planner in providing counsel to the public and private developers on the City's interests and planning policies.
- Provides professional assistance and evidence at OLT hearings.
- Represents the City's/Department's interests on internal and external committees or task forces.
- Identifies, consults, plans for and manages major studies, including co-ordination with projects and programs of senior government levels. Supervises and mentors project managers to meet project objectives and community needs.
- Ensure employees work in compliance with the Occupational Health and Safety Act, regulations, and Corporate Health and Safety Policies and Procedures, and to take every reasonable precaution to protect the workers.

### Education

- Undergraduate level- Four years in Planning, Geography, Economics or related discipline.
- Membership in Canadian Institute of Planners and the Ontario Professional Planners Institute.
- Registered Professional Planner designation.

### Experience and Knowledge

- Five to seven years previous related experience in planning at a senior level.
- A strong development planning background is considered an asset for this position to understand the potential implications when undertaking studies and preparing policies and providing backup to the Manager of Development Planning as required.

- Experience in supervising, training and evaluating staff.
- Proficiency in computer applications such as Microsoft Office - Word, Excel, PowerPoint and Outlook.

### **We will ask you for these items if you are hired**

Proof of your current and valid certificate(s) and/or educational qualifications.  
Supervisor Health & Safety Awareness Training Certificate from the Ministry of Labour

### **Your compensation**

This position is located in Band Level 7 of the Non-Union Salary Scale and has an annual salary range of \$110,365 - \$134,589. We offer a comprehensive benefits package and are an Ontario Municipal Employees Retirement System (OMERS) employer.

### **Hours of work**

Monday to Friday, 8:30 a.m. to 4:30 p.m. (35 hours per week).

### **Advertisement expiration date**

Interested candidates should apply at [www.cambridge.ca/careers](http://www.cambridge.ca/careers). This posting will close on October 14, 2024.

### **Accommodation needs and protection of privacy**

The City of Cambridge recognizes and appreciates diversity and inclusion enhances our public value commitment.

We strive to create an accessible and inclusive experience and encourage all qualified people to apply, including and especially people from equity-deserving groups. Qualified applicants will receive consideration for employment with honour and respect toward their individual dimensions of diversity.

We strive to remove barriers that may prevent qualified applicants from fully participating in the recruitment and selection process. Accommodation in accordance with the Ontario Human Rights Code and other applicable legislation is available throughout all stages of the recruitment and selection process. Contact [HRServices@Cambridge.ca](mailto:HRServices@Cambridge.ca) to make your needs known in advance. For more information on our Employment Equity, please read our full [policy](#).

Personal information collected in relation to the recruitment process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act and used solely to determine eligibility for employment with the City of Cambridge only.