



BUILD A CITY. BUILD A FUTURE.



Community Planning Manager

As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation.

*City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey*

SCOPE

Reporting to the Director of Community Planning & Sustainability, the Community Planning Manager is a key member of the City of Surrey leadership team. The manager will lead and mentor a team of planners working on high-profile land use planning projects, including an update of the Official Community Plan (OCP), and coordination and review of secondary land use plans (Neighborhood Concept Plans) and related planning policies. The team also includes staff working on planning analytics, including development and policy analysis and demographic forecasting.

EMPLOYMENT STATUS

Exempt – Regular Full-Time

RESPONSIBILITIES

- Manage a team of planners, including:
 - overseeing their workplans related to secondary land use plans and policy analytics
 - offering staff guidance, mentorship and support on projects
 - overseeing the Section's workplan implementation to ensure timelines are being met
 - assisting staff with elevating workplan issues to other departments or managers as needed
- Develop strategic goals and objectives for/with team, ensure alignment of these with staff workplans.
- Integrate Section workplan and initiatives with Division's Surrey Excels priorities.
- Approving external engagement initiatives, review and feedback of staff's draft land use planning processes and documents, regulatory updates, policy reports, and Corporate Reports
- Manage staff personal development plans, provide coaching mentoring and performance management
- Provide regular briefings to Director on Section's workplan and any staffing issues.
- Research industry trends
- Foster good working relationships with development industry
- Review policy documents and legislative changes as needed.
- Liaise with external agencies as City representative

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QUALIFICATIONS

- Master's Degree in Planning or related field
- Eligible for full membership in the Canadian Institute of Planners
- Minimum 10 years of progressively responsible experience
- Prior experience working in a municipal context and a political environment
- Strong understanding of legislative planning frameworks in BC
- Good knowledge of the development industry, including a keen understanding of market trends and best practices
- Experience and understanding in development planning and development approvals processes
- Demonstrates experience leading and supervising others
- Collaborative and a team player
- Creative, results oriented, and a visionary with the ability to encourage others through leadership and influence
- Excellent communication skills, both orally and written
- Demonstrates political sensitivity and thrives in a fast-paced and challenging environment.

Additional Info

- M5 - \$153,486 - \$180,572
- Must provide proof of qualifications

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