

DEPARTMENT:	Parks & Recreations	STATUS:	Full Time
NO. OF POSITIONS:	One	UNION:	Exempt
HOURS OF WORK:	37.5 hours per week	SALARY:	\$157,591 to \$173,792 annually + comprehensive benefits package

The Deputy Director, Parks, Planning & Policy, is part of the Parks and Recreation leadership team and provides senior level support to the department. The Deputy Director leads and directs the department's Parks Operations, Urban Forestry and Natural Areas, Parks and Open Space Planning, and Parks Services work units. The Deputy Director works in partnership with the Director, Parks and Recreation, and Deputy Director, Recreation Services & Facilities to provide vision, drive innovation, and support the Department as a whole. The position is accountable for achieving departmental and divisional outcomes while ensuring alignment with City objectives, policies, and regulatory requirements.

Leading a team of highly skilled professional and operations staff, you will be responsible for administering various parks and open space operations, parks and open space capital projects, planning and policy initiatives, and for providing information, assistance, advice, and counseling to various internal and external contacts on matters related to divisional operations and the related parks and recreation planning responses to overall growth and sustainability of the community. The Deputy Director will lead and support policy development and resolve complex issues that have City wide implications. This position will also serve as the Acting Director, Parks and Recreation as required.

Key accountabilities of this role include:

- Prepare and oversee division business planning, budget strategy and budget development, and financial reporting.
- Support Director by providing strategic direction, advice, and information on matters related to departmental operations and programs.
- Determine division organizational structure and financial resources required to execute strategic and operational deliverables.
- Lead and develop managers, supervisors, and staff by promoting and demonstrating a culture of innovation that seeks new and creative ways to deliver services and meet organizational goals. Lead change management processes.
- Plan, organize and direct the operations and programs of the Parks Operations, Urban Forestry and Natural Areas, Parks and Open Space Planning, and Parks Services work units while ensuring alignment with the City's strategic direction.
- Prioritize, review, and respond to work requests from City staff, Council and the community and determine staffing and financial resources required.
- Actively participate in and lead the development of divisional and departmental policy, procedures, and strategic plans.
- Prepare and present recommendations for amending existing divisional and departmental plans, policy, and bylaw provisions.
- Prepare and present reports and presentations to Council, task forces, advisory committees, and a variety of other community interests and authorities. Represent the department on interdepartmental working groups and committees and attend Council and other meetings and consult with a variety of internal and external contacts.
- Propose and prepare funding applications to support divisional work.
- Supervise staff, including scheduling, assigning, and reviewing work, coaching, and development, performance management including discipline, and recruitment and retention.

- Oversee planning and/or policy initiatives related to capital parks and open space projects, urban forestry and natural areas, and parks operations and services. Establish and maintain effective working relationships with a variety of internal and external contacts such as owners, contractors, architects, developers, design professionals, community and business organizations, and the public.
- Perform related duties in keeping with the purpose and accountabilities of the job.

Requirements include:

- Ten years of related work experience in progressively senior and complex urban planning & design, landscape architecture, municipal parks operations, planning and project management roles that demonstrate a thorough knowledge of planning processes and policy development.
- Completion of a post-graduate degree in landscape architecture, planning or related and relevant field and registration as a professional landscape architect, planner or equivalent.
- Completion of courses or a certificate in business management, human resources, or leadership are an asset.
- Ability to interpret and rule on complex policy and bylaw issues pertaining to divisional responsibilities.
- Ability to analyze complex and diversified technical and administrative problems and determine appropriate action and solutions.
- Ability to synthesize, pivot and act on emerging direction from regulatory bodies, other levels of government, and changing organizational priorities related to scope of division.
- Ability to administer and direct the operations of the division, to plan, implement and coordinate programs and projects, and to provide a high degree of effective leadership. Ability to plan, assign and supervise the work of direct reports engaged in parks operations work; parks and open space capital and natural assets project planning and delivery; planning, policy and bylaw development; and administrative support duties.
- Ability to establish and maintain effective working relationships with elected officials, superiors, direct reports, external project proponents and developers, community and business organizations, the general public and various other internal and external contacts.

Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment by November 13th, 2024.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted. This position is only open to those legally entitled to work in Canada.