

<b>DEPARTMENT:</b>	Planning & Development - Planning	<b>STATUS:</b>	Full-Time
<b>NO. OF POSITIONS:</b>	One	<b>UNION:</b>	CUPE Local 387
<b>HOURS OF WORK:</b>	35 Hours Per Week	<b>SALARY:</b>	\$61.73 - \$73.15 per hour + comprehensive benefits package

We are looking for a Supervisor of Housing to oversee the fast-paced, innovative, and evolving work of the housing policy group in the Planning Division whose projects seek to be bold on addressing housing need, increasing housing choice and enabling supply in the right places. As a compact urban city, implementing housing policy and facilitating redevelopment comes with added opportunities and challenges. Equitable access to housing and community amenities for all is vital. Housing policy decisions need to evolve to support the development of a resilient and adaptive community.

If you are hired, you will be joining a team of committed and passionate professionals who care deeply about the community they serve, who thrive on variety and enjoy the challenge that comes with addressing the housing crisis. Working closely with the Manager of Housing and Land Use, you will be responsible for providing supervision and guidance to the housing planning staff team toward advancing their work which includes the creation of housing policy, and supporting the creation of new affordable housing.

Come join our progressive, solutions-oriented, and creative team!

**Your responsibilities will include:**

- Providing supervision, mentorship, and guidance to the housing staff team toward advancing their work, and overseeing overall processes and outputs to ensure work meets expected timelines and standards.
- Working with the Manager to define the scope and work plan for housing related policy initiatives, and to manage the operations of the housing group.
- Overseeing the formulation, implementation and modification of housing policy, practices and regulations of all levels of complexity.
- Liaising with internal and external contacts on matters related to the housing planning group's work, including serving as the City's representative to external agencies.
- Attending Council meetings, as required, to present and respond to inquiries regarding housing policy and affordable housing development projects.
- Ensuring all policy projects and processes are consistent with Council's strategic priorities and the City's overall objectives, including those related to housing, community planning, economic development, climate action, equity, and reconciliation.
- Working with the Manager to identify, develop and implement improvements to the practices, processes, policies and regulations employed by the Division.  
Other related responsibilities as identified from time to time.

**If you have the following characteristics and qualifications, we want to hear from you!**

- A Master's Degree in urban planning or a related discipline, with considerable work experience in policy planning or an equivalent combination of training and experience. Experience in a supervisory role in the planning field would be an asset.
- Proven ability to apply excellent people management and supervisory skills to schedule, plan, assign, review, coach, and supervise the performance of staff.
- Ability to manage complex policy projects, including work planning, budgeting and assigning work to the project staff team and consultants.

- Thorough knowledge of the principles, practices, techniques, methods, procedures and legislation applicable to municipal planning.
- Advanced understanding best practices and tools applicable to the creation of housing policy for complex urban areas, including growth management, climate action and equity.
- Interdisciplinary knowledge of several fields related to planning, such as urban design, social science, law, economics, development practices, and municipal finance, and of current trends and developments in these areas.
- Considerable experience in the timely development and implementation of effective land use and other related policy (e.g. housing, financing growth policy).
- Ability to express ideas effectively verbally, visually, and in writing to various audiences, as well as listening skills.
- Advanced ability to establish and maintain effective working relationships with other employees, professionals and the public, and clearly convey a variety of detailed information, including in sensitive situations.
- Excellent interpersonal, communication, facilitation, collaboration, and conflict resolution skills.
- Experience participating in various meetings related to the work such as Council meetings, committee meetings and public consultation events, including experience representing the municipality and department on planning matters.
- Strong organizational skills, proven ability to problem solve, and the ability to prioritize or manage multiple tasks and deliver results in a timely manner in a fast-paced environment.

Apply by sending your **cover letter and resume in one document** at [www.newwestcity.ca/employment](http://www.newwestcity.ca/employment) by **April 7, 2025**

*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 unsurrendered 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.*