

# Clarington

## **We're looking for a Senior Planner, Community Planning (Policy) to join Clarington's Planning & Infrastructure team!**

### **Why Clarington?**

Clarington is a community full of possibilities.

As one of the fastest-growing municipalities in Durham Region, Clarington is home to over 107,000 residents across four urban centres and 14 hamlets. With our population expected to double by 2051, Clarington offers a perfect blend of urban living and small-town charm. We're known for our thriving energy and agricultural sectors, vibrant historic downtowns, and exceptional quality of life.

Our team thrives in a collaborative environment that promotes work-life balance and meaningful community impact. We value accountability, integrity, and respect, and we are deeply committed to fostering equity, inclusion, and diversity in the workplace. Together, we're building a stronger Clarington — for today and for future generations.

The future is bright – and working with the Municipality of Clarington means you can help shape it. How will you make your mark?

### **About the Role**

Reporting to the Manager of Community Planning, the Senior Planner, Community Planning (Policy) will be responsible for carrying out complex planning assignments. This role will undertake research, analysis, policy formulation, and will focus on completing in progress Secondary Plans, support comprehensive policy projects including the OP review and provide support to Clarington's Advisory Committees of Council.

### **Key Responsibilities**

- Applying advanced expertise to process complex development applications and negotiate conditions of approval.
- Preparing and presenting reports to Council on a wide variety of municipal planning matters.
- Managing projects and conducting comprehensive planning studies, including research, analysis, and policy formulation.
- Facilitating public consultation and responding to inquiries.
- Making presentations to Council, public information centres and to resident groups as required.
- Mentoring and expert resource for junior planning staff.
- Leading in the establishment of new standards, processes and customer service initiatives including utilization of the AMANDA system to maintain all development application processes and procedures of development review processes.
- Representing the Municipality and the Department in a variety of settings with the province, other municipalities, agencies, developers, citizen groups, residents, and other Departments.
- Helping to facilitate major economic development projects with Economic Development staff.

- Providing expert testimony before Appeal Tribunals.
- Other duties as required.

## What you bring

- A University Degree in Planning or related discipline is a requirement; or possess equivalent qualifications, skills and work-related experience to the satisfaction of the Deputy CAO, Planning and Infrastructure.
- Full membership in the Ontario Professional Planners Institute (OPPI) is a requirement.
- A minimum of three 3-5 years of progressive experience at the municipal level with experience in policy development, heritage, archaeology and/or cultural heritage; or possess qualities, skills and work-related experience.
- Membership with the Canadian Association of Heritage Professionals (CAHP) would be considered an asset.
- Excellent working knowledge of the Planning Act and other planning related legislation and regulatory standards, municipal functions, official plans, zoning by-laws, and Ontario Land Tribunal processes.
- Excellent knowledge of planning principles, community engagement, policy development and practices with the ability to synthesize and evaluate complex policies and planning projects and convey complex or detailed information in a manner that is understandable to a variety of audiences.
- Demonstrated excellent written and verbal communication skills with the ability to convey complex or detailed information in a manner that is understandable to a variety of audiences.
- Excellent research, analytical, problem solving and project management skills including timely delivery of results.
- Excellent interpersonal, organizational, leadership and negotiation skills.
- Ability to work independently and as a senior member of a team.
- Proficiency in Microsoft Office, including Excel and PowerPoint and various types of software used in Planning including GIS, 3D modeling, Adobe Acrobat/Indesign, and database experience.
- Ability to represent the Corporation at the Ontario Land Tribunal hearings, meetings, and other functions.
- A high level of proficiency with various software applications (specifically Microsoft Office) including word processing, spreadsheet, database, and presentation software and GIS.
- Must possess and maintain a valid Ontario Driver's License Class "G" with a satisfactory Driver's Abstract and access to reliable transportation.
- Legally able to work in Canada.

## What we offer

- Salary: \$91,086 to \$105,882 - Code 15 of the 2024 CUPE Inside Collective Agreement.
- Hours of work: 35 hours per week
- A comprehensive benefits and pension program to ensure that your total compensation package addresses both your work and life needs.
- This position is currently eligible for a flexible work arrangement option. Further details on this program will be discussed through the selection process.

## Additional Information

Pre-employment testing may consist of written and oral assessments.

*A satisfactory criminal record check and drivers abstract, along with proof of qualifications will be required for the successful candidate.*

## How to Apply

Applications will be accepted until **September 19, 2025, at 11:59pm.**

To learn more about employment with the Municipality of Clarington and to apply for this exciting and challenging opportunity, visit: [www.clarington.net/careers](http://www.clarington.net/careers).

We thank all applicants for their interest. Only those selected for further consideration will be contacted.

## Our Commitment to Equity

The Municipality of Clarington is a progressive and inclusive employer committed to equity, diversity, and creating a respectful and barrier-free workplace.

Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*. To request support or accessible formats, please contact the Human Resources Division at [careers@clarington.net](mailto:careers@clarington.net).

## Privacy

Applicant information is collected under the authority of Section 11 of the *Municipal Act, 2001* for the purpose of evaluating the applicant. Questions about this collection can be directed to Human Resources at [careers@clarington.net](mailto:careers@clarington.net).