

Clarington

We're looking for a Senior Policy Planner, Community Planning to join Clarington's Planning & Infrastructure Services 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

We are looking for an individual who is passionate and experienced in policy planning to join the Community Planning team as a Senior Policy Planner. Reporting to the Manager of Community Planning, the Senior Policy Planner will be responsible for carrying out complex policy planning assignments and projects such as Secondary Plans. The position will focus on completing in-progress Secondary Plans, support comprehensive policy projects including the OP review, administer the cultural heritage portfolio and provide support to the Clarington's Advisory Committees of Council (Cultural Heritage and Agriculture).

Key Responsibilities

- Undertaking or project managing complex planning studies, policy research, analysis related to land use planning, including secondary plans.
- Analyzing issues and formulating policy with an emphasis on land use planning and growth management.
- Facilitating public consultation and responding to policy related inquiries.
- Preparing and presenting reports to Council on policy planning related matters.
- Providing planning, procedural and technical advice on cultural heritage matters.
- Administer special projects and programs related to the heritage portfolio.
- Liaison to the heritage and Agricultural Advisory Committees of Council.
- Mentoring and being an expert resource in planning to junior planning staff.
- Representing the Municipality and Department in a variety of settings with the province, other municipalities, agencies, developers, citizen groups, residents, other departments.
- Providing expert testimony before the Ontario Land Tribunal (OLT).
- Assisting with the other Planning and Infrastructure division projects.

- 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: \$94,502 to \$109,853 - Code 15 of the 2025 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 **October 31, 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.

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.

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.