

Posting # 3350

Job Posting Title: Senior Planner – Strategic and Environmental Planning

Section: Strategic and Environmental Planning

Division: Planning Services

Department: Planning and Growth

Initial Reporting Location: Tom Davies Square

Job Status: Permanent Position

Number of Vacancies: 1

Affiliation: Non Union

Hours of Work: 70 hours bi-weekly

Shift Work Required: No

Range of Pay: Group 14 - \$4,365.90 to \$5,135.90 bi-weekly

The start date will follow the selection process.

This position is eligible to [work remotely](#) on a part-time basis (Note: Must be able to report to a City of Greater Sudbury work location on short notice).

Main Function: Senior professional planning responsibility in performing quantitative and qualitative analysis and technical work of an advanced and complex nature relating to Official, Secondary or Community Improvement Plans and other strategic, environmental or Community and Economic Development planning matters.

Characteristic Duties: Under the general direction of the Manager of Strategic and Environmental Planning.

1. Prepare new plans: Official Plans, Secondary Plans, Tertiary Plans, Community Improvement Plans, Strategic Plans and Environmental Plans; and undertake monitoring and periodic review of existing plans and the preparation of amendments to existing plans.
2. Organize and conduct research studies and prepare analytical reports based on that research which assists in plan development and policy formulation.
3. Develop and undertake programs which implement plans (e.g. community improvement programs), including: outlining the program/project, costing, phasing, financial and technical feasibility, impact assessment, and mechanisms for implementation.
4. Undertake the necessary steps to initiate the program/project including: building partnerships between the public, private and non-profit sectors, marshalling of resources (including securing of funding), and putting administrative mechanisms in place.
5. Organize, participate in and speak on behalf of CGS at public meetings to provide information and answer enquiries with respect to existing or proposed plans or program initiatives. Also participate in advising the public on routine planning matters.
6. Confer with civic leaders, provincial agencies, consultants, other Departments, and community interest groups to review, revise, or initiate policy recommendations, land use recommendations, program proposals or community development initiatives, and provide professional planning advice on the same.
7. Supervise technical staff on a project basis in implementing Department's Business Plan and in support of various community, environmental and strategic initiatives.
8. Participate, as necessary, in the selection of planning consultants for various projects, and supervise consultants for project outcomes.
9. As assigned, act as Project Manager for various economic development and community development planning initiatives.
10. Facilitate and undertake the development of key strategic projects.
11. Assist in integrating City Strategic Plan elements into Official Plan and other public documents.
12. As required, shall attend meetings of, but not limited to, the public, staff, council(s), tribunals, hearing bodies, etc.
13. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
14. Perform and/or assist in other related duties as required, including the functions of the Development Approvals Section.

Qualifications:

Education and Training:

- University Degree in Planning or a related field from a recognized University with Canadian accreditation.

- Full membership or eligibility for full membership in the Canadian Institute for Planners/Ontario Professional Planners Institute.
- Additional education initiatives to update and expand competencies.

Experience:

- Minimum of six (6) years of planning experience.

Knowledge Of:

- Community planning and development research, methodology and analysis.
- Applicable legislation and related regulations.
- Geographic information systems, statistics, mapping, graphics, control survey network and environmental planning.
- Urban design and economic analysis desirable.
- Working knowledge of microcomputer software (e.g. word processing and spreadsheet applications).
- Best practices within areas of responsibilities.

Abilities To:

- Demonstrate provision of excellent customer service.
- Demonstrate effective interpersonal skills in dealing with staff, other Departments, Councillors, outside authorities and agencies.
- Demonstrate ability to negotiate successfully regarding planning matters.
- Respond quickly to emerging opportunities or risks.

Personal Suitability:

- Mental and physical fitness to perform essential job functions.

Language:

- Excellent use of English; verbally and in writing.
- French verbal skills desirable.

Other Requirements:

- May require the use of a personal or CGS vehicle on CGS business. Must be physically capable of operating a vehicle safely, possess a valid driver's licence, have an acceptable driving record, and personal insurance coverage.

Competencies: [Competency Library - Level 2 Proficiency \(Individual Contributor\)](#)

This job is also being posted as a development opportunity. Should there be no fully qualified candidate for this position, a candidate who can be expected to meet the required qualifications within a reasonable period of time may be considered for this position as a development opportunity.

Development opportunity range of pay: \$3,966.90 to \$4,669.70 bi-weekly. The successful candidate will be paid at the reduced range until the minimum qualifications have been met.

How to Apply:

If you are viewing this job posting through a website other than the City of Greater Sudbury's, please visit www.greatersudbury.ca/jobs to apply online.

We must receive your resume **before 11:59 p.m. on Monday, December 15, 2025**. For those providing a French language resume, please also include an English version.

1. Click on the **Apply for Job** button.
2. Follow the step by step application process.
3. Ensure you attached a cover letter and resume. Acceptable file types are:
 - .doc
 - .docx
 - .txt
 - .pdf
 - .rtf
4. Once completed, review your application and click on the **Submit** button.
5. Upon submission of your application, you will get a confirmation on the screen that your application has been successfully submitted. You will also receive an e-mail confirmation to the e-mail address on your profile.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process you must advise the Hiring Manager.

Live outside Canada or new to Canada?

The City of Greater Sudbury is dedicated to maintaining a fair, inclusive, and equitable work environment and our City welcomes qualified applicants from anywhere. To learn more about working in Canada, visit this webpage: [Applicants Living Outside of Canada \(greatersudbury.ca\)](#)

Contact Us:

For technical difficulties, issues, questions or accommodations with an application made online email myJOBS@greatersudbury.ca