

**Posting #** 3511

**Job Posting Title:** Manager of 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

**Union Affiliation:** Non union

**Hours of Work:** 70 hours bi-weekly

**Shift Work Required:** No

**Range of Pay:** Group 15\* - \$5,089.00 to \$5,988.50 bi-weekly (Subject to Review)

**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).

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**Main Function:** Senior professional responsibility to provide strategic, community and environmental planning leadership in guiding future growth and development of the City of Greater Sudbury (CGS). Responsible for CGS's Re-greening program, Lake Water Quality program, and EarthCare Sudbury program.

**Characteristic Duties:** Under the general direction of the Director of Planning Services.

1. Develop and maintain CGS's Official, Secondary, Tertiary Plans and Community Improvement Plans.
2. Formulate, direct and undertake strategic and environmental initiatives necessary for community planning and development.
3. Recommend planning policy changes to appropriate authorities, community and City Council.
4. Assist and advise the general public, corporations and organizations requiring technical planning information.
5. Direct and supervise Section staff and other project team members in the development and implementation of both internal and community-based land-use planning policy, environmental and energy opportunities.
6. Oversee and provide guidance on CGS's Re-greening program, Lake Water Quality program, and EarthCare Sudbury program.
7. Provide senior level planning advice and services for CGS on matters relating to the environment, energy, and community planning.
8. Secure funding, and develop and oversee budgets for CGS Strategic Planning and environmental initiatives.
9. Develop Community Improvement Plans, Strategic Plans, Environmental/Landscaping Master Plans and operations plans various initiatives in Planning Services Division.
10. Participate on various CGS advisory panels relating to community and environmental matters, including, but not limited to, VETAC – Re-greening Advisory Panel and Watershed Advisory Panel.
11. Liaise with various CGS staff, community based partners, outside authorities and agencies, ensuring accurate and current information flow regarding related community, environmental and energy technological developments, plans and projects.
12. Organize and conduct research studies on strategic and environmental planning issues; prepare reports based on same to assist in plan or project development or policy formulation.
13. Provide public consultation/consensus building and public information gathering in developing planning policy and undertaking community development projects.
14. Develop partnerships with community and business groups for the implementation of planning and environmental policy and projects.
15. Facilitate and participate as a CGS representative in the development of special projects and/or plans as required.
16. Undertake the necessary steps to initiate programs/projects, including building partnerships between the public, private and non-profit sectors, marshal resources (including securing of funding) and put administrative mechanisms in place.
17. Attend meetings of, but not limited to, the public, staff, Council, tribunals, hearing bodies, etc. as required. Act as CGS spokesperson on strategic, community and environmental proposed plans and program initiatives.
18. Confer with civic leaders, provincial agencies, consultants, other departments, and community interest groups to review,

revise or initiate policy, program or plan recommendations of an environmental, land use, strategic or community planning nature to provide professional planning advice on same.

19. Conduct performance appraisals, salary reviews, and discipline in accordance with any respective Collective Agreement.
20. Act as Management's Representative in Grievance Procedure in accordance with any respective Collective Agreement.
21. Participate as necessary in the selection of planning consultants for various projects, and supervise consultants for project outcomes.
22. Manage the financial, human and physical resources of Section in alignment with CGS's vision and values, and in accordance with the annual Business Plan.
23. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
24. Perform and/or assist in other related duties as required.

## **Qualifications**

### **Education and Training:**

- University Degree in Planning, Landscape Architecture, Environmental Studies, or a related discipline, from a recognized University with Canadian accreditation.
- Full membership or eligible for full membership in the Canadian Institute for Planners/Ontario Professional Planners Institute, or Ontario Association of Landscape Architects.
- Additional education initiatives to update and expand competencies.

### **Experience:**

- Minimum of six (6) years of related experience in municipal planning and development functions, including supervisory experience.

### **Knowledge Of:**

- Community planning and development research, methodology and analysis.
- Applicable legislation and related regulations.
- Geographic information systems, statistics, mapping, graphics and environmental planning.
- Working knowledge of computer software and administrative systems in a Windows environment (e.g. file maintenance, word processing, computerized spreadsheet applications, presentation software information input and retrieval, etc.).
- Best practices within areas of responsibilities.

### **Abilities To:**

- Demonstrate provision of excellent customer service including community recognition.
- Demonstrate effective interpersonal skills in dealing with staff, other Departments, Councillors, outside authorities and agencies.
- Demonstrate supervisory ability and administrative ability in directing the activities of a professionally staffed Section.
- Demonstrate ability to negotiate successfully regarding planning matters.
- Respond quickly to emerging opportunities or risks.
- Share power horizontally and vertically.

### **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:** (click to view)

#### [Competency Library - Level 3 Proficiency](#)

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: \$4,365.90 to \$5,135.90 bi-weekly (Subject to Review). 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](http://www.greatersudbury.ca/jobs) to apply online.

We must receive your resume **before 11:59 p.m. on Wednesday, March 4, 2026**. 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 \(greatersudbury.ca\)](http://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](mailto:myJOBS@greatersudbury.ca)