

Job Class Profile: Planner III**Pay Level: CG-39 Point Band: 882-915**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	6	5	2	5	6	6	5	3	3	
Points	280	83	13	24	180	130	103	64	32	909

JOB SUMMARY

The Planner III performs professional planning and supervisory work in urban development/redevelopment, development control, municipal and regional planning studies and/or land use management planning.

Key and Periodic Activities

- Reviews Municipal Plans/Development Regulations for provincial interest and registration in accordance with the Urban and Rural Planning Act. Certifies amendments to provincial plans as Certified Professional Planners (i.e. with a MCIP or FCIP designation) with the Canadian Institute of Planners (CIP).
- Assists local councils, municipal administrators, and members of the general public in interpretation of legislation and municipal planning framework through in person meetings, email and correspondence and by telephone contact as applicable.
- Reviews and makes recommendations on land use referrals from other departments such as Crown Land applications, Interdepartmental Land Use Committee referrals, Environmental Assessment process and Protected Road Zoning Plans.
- Acts as technical advisor to the Regional Appeal Boards providing technical advice and answering questions regarding interpretation of planning law, policies and regulations.
- Co-ordinates, develops and implements land use management plans for the allocation of Crown Land within the Province.
- Provides analysis and professional advice on policy and legislation to the Lands Branch, other government departments, non-governmental Agencies and the public.
- Supervises field work activities and technical staff to support the cottage development planning program. Prepares contract documents and proposal calls (RFP) and coordinates and supervises the hiring of contractors to support the cottage development program.
- Represents the organization on committees and attends meetings to resolve land use and planning issues.
- Prepares confidential briefing reports and conducts research into Departmental legislation and policy review/development.
- Oversees feasibility report processes regarding proposed changes to municipal boundaries involving consultations, commissioner's hearings and recommendations to Cabinet.

Key and Periodic Activities

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| <ul style="list-style-type: none"> — Utilizes geographic information systems (GIS), global positioning systems (GPS) and other resource related computer software for mapping, data capture and management. — Prepares and delivers presentations regarding the land use planning process. |
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SKILL

Knowledge

General and Specific Knowledge:

- GIS and spreadsheet applications software
- Planning principles and practices, land use planning and project management
- Applicable provincial legislation

Formal Education and/or Certification(s):

- Minimum: Undergraduate Degree in Planning and eligibility for registration with the Canadian Institute of Planners (CIP)

Years of Experience:

- Minimum: 4-5 years

Competencies:

- Conduct analysis and assessments
- Written and oral communication skills
- Presentation skills
- Project management

Interpersonal Skills

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| <ul style="list-style-type: none"> — A range of interpersonal skills are utilized such as listening to receive information, instructions and obtain guidance, asking questions to gain information for work processes, providing routine information, providing expert/technical advice regarding policy and legislation and providing direction to others, communicating complex or specialized information to others (i.e. interpretation of planning law, policies and regulations), and gaining the cooperation of others to resolve conflicts and find/develop solutions regarding land use and planning issues. — Communications occur with employees within the immediate work area, department and outside the organization including supervisor/manager, other government representatives, professional advisors, members of professional associations and the general public. — Most significant contacts are with supervisor/manager for interpretation of policy and legislation, Internal Departmental Executives regarding ministerial requests for information, other Municipal, Provincial or Federal Government representatives to provide information, reports, and reviews to assist in decision making and peers in the Department to collaborate on work projects. |
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EFFORT

Physical Effort

- The demands of the job rarely result in considerable fatigue requiring periods of rest.
- Lifting equipment and supplies is occasionally required when performing field work.
- Requires fine finger dexterity and precision while using computer mouse and keyboard to complete work tasks.
- Constantly sitting at a computer for long periods can result in eye strain or neck/back strain.
- Occasionally performs field work involving walking in remote areas/rough terrain, operating all-terrain vehicles and boats and travelling in helicopter.

Concentration

- **Visual concentration or alertness** is a regular requirement while analyzing and interpreting hard copy and digital maps and reading, reviewing and preparing detailed reports on the computer and operating motorized equipment.
- **Auditory concentration** is required when answering questions regarding interpretation of planning law, policies and regulations; providing technical advice and when resolving land use and planning issues.
- **Repetition requiring alertness** occurs during activities such as reviewing documents, composing work on the computer.
- There are occasional **time pressures and interruptions** such as responding to requests for briefing notes, completing field work during a short season and in adverse weather conditions.
- **Eye/hand coordination** is required to prepare detailed reports on the computer and to utilize geographic information systems (GIS) and global positioning systems (GPS).
- **Exact results and precision** is required to make recommendations on land use referrals, developing and implementing land use management plans, providing analysis and advice on policy and legislation and when using GIS and GPS as well as other computer software for mapping and data capture.

Complexity

- Tasks are different and unrelated due to the diversity of tasks and variety of problems/issues/situations encountered and require a broad range of skills and diversity of knowledge. Work requires a high degree of analytical ability to apply general planning concepts to unique situations.
- Tasks are occasionally regularly repetitive/well defined or different but related and allow for the use of similar skills and knowledge.
- Occasionally, work is performed with defined and standard work processes, have obvious or limited solutions and/or can be addressed by following procedures or guidelines. The most typical issues to address are: municipal zoning issues; interpretation of legislation and policy; development concerns of municipal administrators; determination of competing and/or provincial interests related to proposed development/amendments.
- Tasks or problems typically have policy or strategic significance.
- Legislation, departmental policy manuals, planning manuals, specialized staff (legal, professional) and senior management are used as references or resources.

RESPONSIBILITY

Accountability and Decision-Making
<ul style="list-style-type: none"> — Work tasks range in the level of checks and balances and control but typically are moderately or generally prescribed or controlled. — Independently exercises technical competence and judgement in day to day decision making, analysis and recommendations and provision of interpretation and advice. Certified (i.e. MCIP, FCIP) professional planners sign off on amendments to plans under the Urban and Rural Planning Act. — Can assign duties to other staff; advise the public, municipalities and other governmental employees on policy and legislation. — A high degree of independent discretion and judgement is required when attending public and other meetings and expected to interpret and respond to questions where there may be no policy or legislation to guide response; conflict resolution when situations arise in the field; in providing interpretation of a municipal plan or development regulations; in providing recommendations for referrals to other departments or agencies; and providing technical advice to Regional Appeal Boards.
Impact
<ul style="list-style-type: none"> — Results are directly felt within the immediate work area, department, within and outside the organization and especially by clients, municipalities and the general public. Municipal plans, development proposals, Crown Land applications and decisions related thereto could be impacted. — Results can directly impact processes and systems, information, finances and corporate image. — Most severe impact of errors would be felt on processes and systems, finances, information, other government departments, material resources and corporate image. — Errors could result in litigation, developments not proceeding, misinformation released and loss of credibility by the department.
Development and Leadership of Others
<ul style="list-style-type: none"> — Not responsible for the full-time supervision of staff but do have leadership, development and project management responsibilities. Manages projects, coordinates and reviews work and provides guidance and direction to other team members. — Assist with the orientation of new staff; provide advice and training to new and existing staff on legislation, policy, procedures and computer systems. — Provides mentoring to work term planning students.

WORKING CONDITIONS

Environmental Working Conditions
<ul style="list-style-type: none"> — Personal protection equipment is required when visiting sites to perform field work and operate motorized equipment, which occurs occasionally. Field work may require the operation of ATVs/snowmobiles in adverse weather conditions and hiking in remote areas over rough terrain, resulting in exposure to undesirable conditions such as wet or slippery surfaces, isolation, vibration, noise, and physical dangers.

- The likelihood of minor injury or illness is limited.
- Exposure to constant glare from computer screens.
- Works in an open office environment, lacks privacy.