

# Long Range Planning Manager

## Come Work and Play in Campbell River



This is central Vancouver Island's all-season oceanfront gem. Many people are attracted by our city-on-the-move vibe; a lifestyle enriched by four seasons of play and wilderness adventure; plus, easy access by air and ferry. But for passionate community-builders, we offer even more – the opportunity to join an inclusive, service-focused team where you can make your mark and help grow a more equitable, resilient city for all.

### WHY APPLY

- ❖ Competitive compensation package including a salary range of \$111,500 to \$131,200, group benefits and defined benefit pension plan.
- ❖ Flexible work options, including compressed work week schedules or hybrid remote work arrangements.
- ❖ Generous vacation package – 6 weeks in 1<sup>st</sup> year, 7 weeks in 2<sup>nd</sup> year.
- ❖ Relocation assistance provided.
- ❖ Make a tangible impact in your community.
- ❖ Live in a growing City situated along 22.5 scenic kms of ocean front along the Discovery Passage.
- ❖ Influence a positive, respectful, and inclusive workplace culture.

We sincerely thank all candidates for their interest; however, only those selected for an interview will be contacted.

### HOW TO APPLY

Please send your resume with cover letter, quoting competition **EXT-24-068** via email to: [careers@campbellriver.ca](mailto:careers@campbellriver.ca)

Human Resources Department  
City of Campbell River  
301 St. Ann's Road  
Campbell River, BC V9W 4C7

**This posting will close on July 18<sup>th</sup>, 2024.**

Please note that this posting may close ahead of the official closing date if a successful candidate is identified.



### WHAT WE'RE LOOKING FOR

Our ideal candidate will have:

- Undergraduate degree from a recognized post-secondary educational institution specializing in Community Planning, Environmental Sciences, Sustainability, or a related field.
- Eligible for membership with Canadian Institute of Planners.
- Minimum of 7 years of progressive experience in policy development and program delivery related to long-range community planning, social planning, climate change, environmental management, and sustainability, preferably in a management role with local government.
- Minimum of 5 years of managerial experience including 3 years of direct supervisory experience.
- Experience working with politicians, senior staff, public, and the media.
- Completion of a graduate degree in urban planning or related field is considered an asset.
- Local government administration training.

### WHAT YOU'LL BE DOING

The successful candidate will:

- Plan, coordinate, lead and direct long range community planning and sustainability initiatives and activities.
- Build relationships and continue strategic communications with key community stakeholders, various levels of government and non-government organizations and all City departments.
- Provide strategic advice to staff, senior management, and Council, and ensure that the City's long-range plans are integrated within one another and into the activities of all City departments.
- Play an integral role in guiding growth and development by ensuring the creation of a thriving, inclusive, attractive, vibrant, and sustainability-oriented community.

Please see the attached job description for additional information on this position.

## LONG RANGE PLANNING MANAGER

<b>Approval Date:</b>	June 2024	<b>Department:</b>	Community Development
<input type="checkbox"/> IAFF	<input type="checkbox"/> CUPE	<input checked="" type="checkbox"/> Management	
<b>Title of Management Supervisor:</b>	Director of Community Planning and Livability		

### General Accountability:

#### Purpose and Scope

Reporting to the Director of Community Planning and Livability, the Long Range Planning Manager is responsible for planning, coordinating, leading, and directing long range planning and sustainability initiatives and activities for the City. Key areas of focus include long range land use and parks planning, strategic property planning, transportation planning, neighbourhood planning, affordable housing, social planning, climate action, environmental management and stewardship, downtown revitalization initiatives, and public art.

The Long Range Planning Manager will be responsible for effective relationship building and strategic communications with key community stakeholders, various levels of government and non-government organizations and all City departments. This includes providing strategic advice to staff, senior management, and Council, and ensuring that the City's long range plans are integrated within one another and into the activities of all City departments. This position plays an integral role in guiding growth and development by ensuring the creation of a thriving, inclusive, attractive, vibrant community.

### Nature and Scope of Work

#### **Leadership/Management**

- Lead, direct, and manage direct reporting staff with an emphasis on the execution of plans and delivery of services, providing guidance on establishing work priorities and setting goals and objectives, ensuring quality and service standards are met.
- Manage departmental hiring, probationary period and performance evaluations, identification of training needs, identification of performance improvement measures including issuing discipline where appropriate.
- Facilitate learning and growth by providing training, coaching and mentorship to staff, ensuring that professional development and succession plans are developed and implemented.
- Foster and promote a strong workplace safety culture; ensure that all established safe work practices and procedures are followed.
- Provide guidance to departmental staff in mediating and finding constructive solutions to issues, requests, and complaints; takes initiative and responsibility for remedial action as necessary.

#### **Long Range Planning Operations & Initiatives**

- Collaboratively lead development, updates, and implementation of key long range planning documents.
- Initiate, plan and direct long range land use planning, parks planning, social planning including affordable housing, downtown revitalization, sustainability, environmental management, and public art strategies, studies, projects, and activities.
- Oversee the preparation and administration of departmental base and operating project financial plans in accordance with City policies.
- Manage department within the approved budget limits and in compliance with City bylaws, policies, and procedures.
- Develop, implement, review, and modify operational programs, ensuring alignment with long-range plans and corporate objectives, along with the achievement of departmental goals and results.

- Ensure that all long range planning and sustainability programs are efficiently delivered and well-aligned with long-range community plans and corporate strategic objectives.
- Act as project manager for significant initiatives, including managing consultants and exercising overall project financial control.
- Facilitate cost savings, fundraising, grants, and awards for long range planning projects.
- Ensure departmental compliance with all federal, provincial and City regulations, standards, specifications, guidelines, policies, and procedures.
- Promote, coordinate, and assist in the integration of sustainability objectives into all aspects of the City's environmental, financial, and social initiatives, policies and decision making, including asset management.
- Identify regulatory, policy or procedural deficiencies, gaps, or conflicts within functional areas of responsibility and develops solutions/improvements as needed.

### **City Wide Responsibilities**

- Establish and maintain co-operative and effective cross-jurisdictional working relationships with other department managers and staff, consultants, contractors, builders, developers, utility companies, federal, provincial, and local government agencies, and the public to support the achievement of department and corporate goals.
- Mediate complaints and claims made against the City with respect to departmental responsibilities.
- Provide formal departmental representation in various settings as required including Council, committees, commissions, working groups, media, etc.
- All staff employed by the City of Campbell River will be required to assist the City during emergency events, including but not limited to an Emergency Operations Centre. Duties assigned during an emergency may differ from regular duties.

### **Necessary Qualifications**

#### **Technical Knowledge/Skills:**

- Thorough knowledge of the principles, best practices, concepts, and issues related to local government operations and governance, long-range community planning, social planning, downtown revitalization, neighbourhood planning, climate change, energy management, waste reduction, green buildings, environmental protection, sustainability, and their impacts locally and globally.
- Knowledge of departmental and corporate strategic objectives.
- Knowledge of applicable federal, provincial, and local legislation, codes, regulations, standards and guidelines, as well as City bylaws, policies and procedures relevant to the work.
- Working knowledge of WorkSafeBC regulations and safe work procedures.
- Knowledge of budget formulation and maintenance processes.
- Knowledge of collective agreements and labour relations principles.
- Knowledge of contract administration.
- Skilled in the sourcing and completion of external funding opportunity applications.
- Proficient with Microsoft Office suite, and departmental specific software.
- Sound project management skills.

#### **Key Competencies:**

- Collaboration and Negotiation
  - Able to work collaboratively across departments and with external agencies/groups to ensure ideas, proposals and solutions of all stakeholders are considered. Able to influence, persuade and gain the cooperation of others.
- Communication
  - Excellent presentation, verbal, and written communication skills. Able to provide diverse information and advice to diverse audiences including Council, staff and public in an accurate and straightforward manner. Able to write concise and complex policies and reports.
- Conflict Management
  - Advanced interpersonal, coaching and conflict resolution skills. Able to reduce tension and resolve conflict with a professional manner and calm demeanour, and to deal effectively with the public, staff,

elected officials, and external agencies.

- Decision Making and Problem Solving
  - Advanced analytical, problem solving and decision-making skills, utilizing sound judgment.
- Leadership
  - Able to lead and manage staff, including encouraging, inspiring, and supporting others to deliver. Leads by example in maintaining a respectful, safe, and supportive work environment that embraces diversity, along with treating everyone with
- Networking and Relationship Building
  - Able to establish and maintain effective working relationships and build credibility at all levels with a variety of internal and external stakeholders. Seeks opportunities to enhance outcomes through networking and building partnerships. Strong political savvy.
- Planning and Organizing
  - Strong strategic planning, organization, and project management skills. Able to meet deadlines, multi-task and manage time effectively, while delivering high quality results.
- Professionalism
  - Exemplifies ethical practices, professionalism, and personal integrity in performance of duties. Displays a high level of tact and diplomacy.
- Teamwork
  - Works effectively as both a team leader and team member, promoting team cohesion, inclusion, and collaboration.

**Education/Training/Certification:**

- Undergraduate degree from a recognized post-secondary educational institution specializing in Community Planning, Environmental Sciences, Sustainability, or a related field.
- Membership with Canadian Institute of Planners.
- Advanced local government administration training.
- Must possess and maintain a valid BC driver's licence and produce and maintain a clean driver's abstract, as per City policy.

**Experience:**

- Minimum of seven (7) years of progressive experience in policy development and program delivery related to long-range community planning, social planning, climate change, environmental management, and sustainability, preferably in a management role within local government.
- Minimum of five (5) years of managerial experience including three (3) years of direct supervisory experience.
- Experience working with politicians, senior staff, public, and the media.

**Preferred Criteria**

- Completion of a graduate degree in urban planning or related field.