

EMPLOYMENT OPPORTUNITY

Senior Planner

Permanent Full-Time | External
Development & Emergency Services – Long
Range Planning, Energy & Sustainability
Competition No.: 2025-1042



www.rdn.bc.ca



rdncareers@rdn.bc.ca

SKILLS & ABILITIES

- Extensive knowledge of and ability to interpret bylaws and provincial/federal legislation, including the Local Government Act.
- Working knowledge of site design and mapping.
- Report creation and bylaw writing and administrative skills.
- Strong interpersonal communication, conflict resolution and public speaking skills, including an ability to facilitate and negotiate between parties on behalf of the Regional District.

APPLICATION DETAILS

To apply for this position, send your cover letter and resume to rdncareers@rdn.bc.ca, clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2025-1042 in the subject line of your email to ensure proper processing.**

**Applications will be accepted until:
4:00 pm, on March 24, 2025**

Date Posted: March 7, 2025

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted

ABOUT THE ROLE

The Regional District of Nanaimo is seeking a permanent full-time Senior Planner with the Long Range Planning, Energy & Sustainability department.

The Senior Planner contributes to the effective operation of the Planning Department through the supervising and training of Planning staff, research and managing of long-range planning projects, developing RDN planning policy and representing the RDN in a variety of public forums. This position provides leadership, direction and support to the Planning Department by assisting team members in their duties, as required, to meet service expectations, departmental goals and objectives.

QUALIFICATIONS

Qualifications include an undergraduate degree specializing in land development/planning or related field plus ten (10) years prior job-related experience, or a master's degree in planning with seven (7) years experience in a professional planning position, or an equivalent combination of training and experience. Eligibility for membership in Planning Institute of BC (PIBC). We are looking for someone with strong interpersonal, communication, conflict resolution and public speaking skills, including an ability to negotiate between parties on behalf of the Regional District.

POSITION DETAILS

This is a permanent full-time (35 hours per week) Union position. The (2024) rate of pay is \$48.09 to \$50.62. The position offers an attractive benefits package as provided within the collective agreement between the Regional District of Nanaimo and the Canadian Union of Public Employees, Local 401.

A Criminal Record Check is a condition of employment with the Regional District of Nanaimo.

Senior Planner
Development & Emergency Services
Pay Band 17

Job Summary

The Senior Planner contributes to the effective operation of the Planning Department through the supervising and training of Planning staff, managing of current and long-range planning projects, developing RDN planning policy and representing the RDN in a variety of public forums. This position provides leadership, direction and support to the Planning Department by assisting team members in their duties, as required, to meet service expectations, departmental goals and objectives.

Primary Duties and Responsibilities

- Delegates and reviews work of Planner, Planning Technician, Planning Assistant, and support staff; provides training and assistance with respect to legislation, bylaws, historical information and procedures.
 - Oversees department operations and staff as directed by the Department Manager and provides guidance and direction to the Planning staff on specific projects as assigned.
 - Administers the day-to-day planning programs, coordinates and provides team leadership on major projects including the preparation of official community plans, reports and studies.
 - Analyzes, assesses, formulates and coordinates Official Community Plan policies.
 - Oversees the issuance of development permits and ensures adequate bonding/security provisions are provided, including cash-in-lieu of parkland provisions.
 - Communicates with the public, colleagues, interest groups and Board members concerning applications and projects; provides general information and interpretations of RDN policies, bylaws and regulations.
 - Represents the District at public meetings and conveys administrative policy; acts as recording secretary at public meetings as required.
 - Coordinates all phases of departmental planning projects including work with planning consultants, and assists in the selection and administration of contracts including the development of terms of reference for specific planning projects.
 - Prepares written reports on a variety of planning matters, including policy formation.
 - Attends Electoral Area Planning Committee meetings as required.
 - Prepares and administers referrals to other government agencies.
 - Processes current planning applications, performs field inspections and monitors the completion of terms and regulations of permits.
 - Reviews, adheres to, and supports the adherence to safe work procedures in the workplace and generally promotes a safe work environment.
 - Performs other administrative duties on behalf of the Department, as required.
 - Performs other related duties, as required.
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Job Qualifications

Education/Experience

- Undergraduate degree specializing in land development/planning or related field plus ten (10) years prior job-related experience or a master's degree in planning with 7 years experience in a professional planning position.
- An equivalent combination of training and experience may be considered.
- Eligibility for membership in Planning Institute of BC (PIBC).

Job Description

Skills/Abilities

- Possession of a valid Class 5 BC Drivers Licence.
- Proficient in word processing, spreadsheet and a variety of computer applications.
- Extensive knowledge of and ability to interpret bylaws and provincial/federal legislation including the Local Government Act.
- Understanding of professional responsibility and conduct.
- Working knowledge of site design and mapping.
- Report creation and bylaw writing and administrative skills
- Strong interpersonal communication, conflict resolution and public speaking skills, including an ability to facilitate and negotiate between parties on behalf of the Regional District.
- Sound judgement and quick interpretation and analysis required when addressing issues and conversing with the public, politicians and staff from the RDN and other jurisdictions.
- Sound knowledge of planning theory, market trends, development practices, social and housing trends.

Reporting Relationship

Reports to: Manager, Long Range Planning, Energy & Sustainability