



Position Vacancy: Planning Analyst (Maternity Leave)

DEPARTMENT:	Development Services	STATUS:	Auxiliary (one year Maternity Leave)
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours per week*	SALARY:	\$35.04 - \$41.37 (2017) per hour \$35.74 - \$42.20 (2018) per hour plus 12% in lieu of all benefits

The City of New Westminster has an immediate temporary opportunity for a Planning Analyst in the Planning Section of the Development Services Department. The incumbent will research, collect, analyze and interpret a variety of information and data relative to specific aspects of planning and other strategic projects, including affordable housing, child care and economic development. The incumbent will also be involved in the review and processing of development permit applications for laneway and carriage homes. Additionally, the incumbent will lead community engagement and consultation programs for projects and co-ordinate multi-disciplinary teams that will develop and implement projects and programs.

Requirements include:

- Degree or diploma in Urban Planning, plus three to five years of related work experience in planning, or an equivalent combination of training and experience.
- Urban design experience and eligibility for membership in the Canadian Institute of Planners would be considered to be an asset.
- Understanding of the development approvals process, including the Official Community Plan and Zoning Bylaw.
- Demonstrated ability in community engagement and event planning, utilizing various methods such as web sites, social media and conventional meeting formats.
- Considerable experience in presentation development, public information material creation and making technical information suitable for presentation to general audiences.
- Ability to collect, analyze and interpret information from a variety of sources and present conclusions and recommendations in graphic and written form.
- Experience in setting and monitoring measurable criteria.
- Demonstrated knowledge of the best practices related to housing affordability and diversity.
- Experience in liaising and working with multidisciplinary teams, preferably at the municipal government level, including building collaborative relationships with Engineering and Parks and Recreation Departments.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts on matters related to the work; and to employ contemporary service excellence principles.
- Advanced level of proficiency with Microsoft Office, specifically PowerPoint, and graphics software. Working knowledge of GIS is considered an asset.
- Excellent written and verbal communication skills.
- Ability to exercise diplomacy, tact and good judgment when dealing with sensitive and/or challenging situations.
- Ability to be self-directed and work with minimal supervision.

***City Hall hours of operation are Monday, 8am to 7pm, and Tuesday – Friday, 8am to 5pm.
The successful candidate will be scheduled on Mondays from 10:30am to 7pm on a rotational basis.**

Apply by sending your resume quoting **competition #17-161, by December 29, 2017** to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, Fax: (604)527-4619 or e-mail to hr@newwestcity.ca.

*We thank all applicants in advance; however, only those selected for an interview will be contacted.
The City of New Westminster is committed to employment equity.
We welcome diversity and encourage applications from all qualified individuals.*