

<b>DEPARTMENT:</b>	<b>Development Services</b>	<b>STATUS:</b>	<b>Temporary part time for up to one year</b>
<b>NO. OF POSITIONS:</b>	<b>One</b>	<b>UNION:</b>	<b>CUPE, Local 387</b>
<b>HOURS OF WORK:</b>	<b>35 hours bi-weekly</b>	<b>SALARY:</b>	<b>\$37.92 - \$44.78 per hour plus benefits and 10% in lieu of vacation and statutory holidays</b>

The City of New Westminster has an immediate and exciting opportunity for a part-time Planning Analyst in the Planning Division of the Climate Action, Planning & Development Department. You will provide support and assistance to both development application and policy needs, including: managing the review of rezoning and other development applications in a timely manner; liaising with applicants, other City staff, professionals and the public; preparing reports and bylaw amendments; making presentations to community groups, City advisory committees, and Council; researching, analyzing and interpreting information and data relative to planning projects, which are often large and complex; organizing, facilitating, summarizing and analyzing/interpreting public consultation processes; and providing key assistance in the ongoing research, technical analysis and guideline writing related to policy documents.

**If you have the following characteristics and qualifications, we want to hear from you! You have:**

- A Bachelor's Degree in Urban Planning or post-bachelor degree certificate in urban planning, plus solid work experience in planning, particularly in the municipal context, or an equivalent combination of training and experience. A Master's Degree in Urban Planning would be considered an asset.
- Eligibility for membership in the Canadian Institute of Planners considered an asset.
- Knowledge of legislation, policy, regulations and best practices related to community planning particularly at the local government level.
- Demonstrated ability in interpreting and communicating Zoning Bylaw regulations and policy, including Official Community Plans, Development Permit design guidelines and other comprehensive planning policy.
- Demonstrated ability in online and in person community engagement and meeting logistical coordination, and public information material creation, including making technical information suitable for presentation to general audiences.
- The ability to collect, analyze and interpret information from a variety of sources and present conclusions and recommendations in graphic and written form.
- Experience with the development review process for small to mid-scale developments, particularly at the municipal level, from initial enquiry to Building Permit application. Experience with heritage-related development applications considered an asset.
- Experience in liaising and working with multidisciplinary teams.
- The 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 Excel. Working knowledge of using City Views (or other mapping platform), EDMS, and Tempest is considered an asset.
- Exemplary 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.

Apply by sending your **cover letter and resume in one document** quoting the competition number, by November 17, 2021 to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, e-mail to [hr@newwestcity.ca](mailto:hr@newwestcity.ca) using the following format in the subject line: **LAST NAME First Name #21-151**

*To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.*

*New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples.  
It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.  
We are learning and building relationships with the people whose lands we are on.*