

DEPARTMENT:	Climate Action, Planning and Development (CAPD)	STATUS:	Regular Full Time
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours/week	SALARY:	\$69,251 to \$81,779 annually (2021 rates) plus benefits

The City of New Westminster has an exciting opportunity for a Planning Analyst to join the collaborative, solutions-focused Planning Division, within the Climate Action, Planning and Development Department. This is a regular full time position, which will play a key role in the creation and implementation of the City's land use policy. Working closely with the City's Policy Planner, this position will assist with expanding the Infill Housing Program and creating a Bold Vision for the 22nd Street Station Area. This role will also assist with preparing neighborhood plans, design guidelines and subject specific policies and regulations.

Key responsibilities of this position include:

- Providing support and assistance to policy needs, including:
 - collecting and analyzing qualitative and quantitative data;
 - designing and facilitating community consultation;
 - liaising with other City departments and stakeholders;
 - drafting reports and making presentations to community groups, City committees and Council; and
 - writing policy documents.
- Assisting to apply an equity lens and climate action lens in relation to land use policy implemented by the City.
- Acting as the planning liaison to projects led by other departments (e.g. Transportation and Parks plans).
- Ensuring consideration is given to land use principles, policies and opportunities in the development application review process.
- Assisting in the review of OCP amendment, rezoning, temporary use permit, development permit and development variance permit applications, if needed.

If you have the following characteristics and qualifications, we want to hear from you.

- A Bachelor's Degree in Urban Planning or post-bachelor degree certificate in urban planning, plus work experience in planning, particularly in the municipal context, or an equivalent combination of training and experience. A Master's Degree in Urban Planning is considered an asset.
- Eligibility for membership in the Canadian Institute of Planners is considered an asset.
- Knowledge of best practices in community planning, including growth management and land use regulations suitable for complex urban areas, particularly at the local government level.
- Experience contributing to the development of land use related policy (e.g. housing, economic policy, or transportation planning).
- Knowledge of planning legislation in British Columbia is considered an asset.
- Demonstrated ability to collect, analyze and interpret information from a variety of sources and present conclusions and recommendations in graphic and written form.
- Ability to communicate complex matters clearly in verbal and written form to different audiences, including community members, Council and City committees.
- 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.
- Demonstrated ability in interpreting and communicating Zoning Bylaw regulations and policy, including Official Community Plans, Development Permit design guidelines and other comprehensive planning policy.
- Experience in development planning or the municipal development approvals process is an asset.
- Ability to work independently, exercise good judgement and identify creative solutions in a fast paced work environment while managing multiple tasks.
- Experience in liaising and working with multidisciplinary teams.
- Ability to exercise diplomacy, tact and good judgment when dealing with sensitive and/or challenging situations.
- Advanced level of proficiency with Microsoft Office, specifically PowerPoint and Excel. Working knowledge of using Adobe programs (Acrobat DC, Illustrator, InDesign), is considered an asset.
- Ability to work a flexible non-standard schedule from time to time as operationally required.

Apply by sending your **cover letter and resume in one document** quoting the competition number, by June 8, 2022 to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, e-mail to hr@newwestcity.ca using the following format in the subject line: **LAST NAME First Name #22-93**



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.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted.

This position is only open to those legally entitled to work in Canada.