

DEVELOPMENT PLANNER, FULL TIME, PERMANENT

Kentville is growing and evolving! We are looking for a Planner to help lead the town through change and growth.

About us:

Kentville is where you go for fantastic festivals, regional sports events, mountain biking, nature-based experiences, delicious food, and welcoming community spaces. When you walk through town you will come to know your neighbours but also business owners and town staff. You will be drawn to our beautiful Miners Marsh Park, our award-winning library, and dozens of unique shops and restaurants. This town really is a Breath of Fresh Air.

Kentville strives to deliver high quality services, programs and support to residents and property owners. Recreation, support for business, and responsible sustainable financial management are top priorities at the Town of Kentville to make this community one of the best in the province and in Canada. We aim to deliver on our brand promise to be “A Breath of Fresh Air” for all our municipal services, and also in the working environment of town hall.

If you are looking for a collaborative team setting, working closely with others to achieve collective goals and objectives while having a little fun, this is the place for you! Town staff are key to the success of our organization and share a commitment to provide our residents and taxpayers with respectful and responsive service. Whether we are replacing a bridge on a trail, liaising with a developer for a housing project, hosting a national mountain bike competition or sending out property tax bills, our staff have a standard of care that promotes respect, inclusion, diversity, and accessibility.

We are looking for candidates with strong leadership skills and the ability to foster and support a positive work environment with the greater Town of Kentville team. If you are a big picture thinker who values the collective achievement of a greater team, then we want to see your application.

Our goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve. The Town of Kentville has an Employment Equity Policy and we welcome applications from Indigenous, Inuit and Metis People, African Nova Scotian's and other racially visible people, persons with disabilities, members of the 2SLGBTQQIPAA community, and femme-identifying people. If you are a member of one of the equity groups, you are encouraged to self-identify, on either your application form, covering letter or resume. Contingent on meeting the minimum education or equivalent experience*, your application will be a high priority during the screening process.

**Minimum education or equivalent experience: The Town of Kentville understands that work experience and education can both be significant and meaningful forms of career advancement.*

About the job:

The Planning and Development Department manages the growth, development, and physical form of the town. The Development Planner (DP) is an advanced professional planning position involving considerable independent judgement in the review and analysis of development throughout the town of Kentville. The DP reviews major development projects, from project initiation through to execution, that are often complex and require coordination with stakeholders and other departments.

Our town is on the cusp of expanding into a largely undeveloped residential region, which will soon be opened for strategic and responsible development. The Development Planner will play a key role in creating a vision for this neighbourhood and implementing that vision through a Secondary Plan and also through the existing plans for the town such as the Accessibility Plan and the Active Transportation Plan. This is a fantastic opportunity as a planner to help shape the town with a unique team of individuals on community-defining projects.

The DP also conducts regular reviews and updates of the Land Use By-law, Subdivision By-law and Municipal Planning Strategy. This position demands the application of a broad skill set in matters of land use, public consultation, and coordination and compromise with other departmental interests as they relate to the development of land.

As a DP, you should have a sound understanding of urban design and urban form principles, their application within an urban context, as well as a thorough understanding of the development approvals process. Success in this role will require the development of strong working relationships with key stakeholders including the general public, the development community and industry, business community, various committees, Town Council, and other departments.

The DP will report to the Director of Engineering and Public Works and will work closely with the Development Officer/Planning Technician and the Community and Economic Development Coordinator. You will need to be a capable communicator as you prepare and present detailed reports for our Chief Administrative Officer, Town Council, and various committees and through engagement with the public.

Kentville has a defined matched pension plan of 9.0%, offers a competitive compensation and benefits package that includes health, dental and vision coverage. We offer an employee assistance program and an annual \$150 Wellness Benefit. Staff are encouraged to seek training and support for professional development and can participate in remote work supported by technology assets. The estimated salary range for this position is \$59,000 to \$72,000 per year.

About you:

- Must have a degree in planning which is recognized by the Canadian Institute of Planners.
- Membership with or eligibility to be licensed as a Licensed Professional Planner (LPP) as per the NS Professional Planners Act is required.
- Must possess a minimum of five (5) years of relevant experience, preferably working with urban centre municipalities processing complex development and rezoning applications, including working with Provincial planning legislation and relevant land use regulations.
- Two (2) years of supervising and project management experience.
- Experience with GIS mapping and analysis is considered an asset.

We thank you for your application and please note that only candidates selected to move forward through the interview process will be contacted. Please send your cover letter and resume to jobs@kentville.ca or mail to Town of Kentville CAO, 354 Main Street Kentville, Nova Scotia B4N 1K6. This competition will remain open until the position is filled.

Detailed Responsibilities:

The following is a general outline of the duties and responsibilities of the Development Planner. The listing is not intended to be all-inclusive or to limit the Director's initiative to expand their function beyond this scope nor is it intended to limit the Chief Administrative Officer's right to assign other duties.

- Knowledge of planning legislation and ability to perform legislative planning functions associated with the Municipal Government Act.
- Strong theoretical and practical understanding of community planning principles, methods and procedures is demonstrated.
- Ability to work independently and with minimal assistance.
- Awareness and understanding of current planning and development issues in communities are demonstrated.
- Demonstrated understanding of the Planning and Development Department's policies, priorities, processes and procedures
- Ability to provide effective leadership and direction to other Planning and Development staff.
- Extensive skills and knowledge of software systems including Microsoft Office Suite, Windows applications, file management systems and GIS software.
- Ability to work collaboratively with planning staff relevant to the assigned work program.
- Ability to initiate ideas and make sound judgments.
- Must have strong organizational and time management skills and be capable of working without direct supervision.
- Close attention is paid to detail and to verifying accurate information.
- Ability to effectively communicate both verbally and in writing.
- Good presentation skills.
- Ability to work with tight timelines.
- Ability to work effectively in a customer-oriented and collaborative working environment.
- Ability to meet, consult and deal in confidence with municipal officials and business/industry.
- Ability to identify, analyze and resolve complex planning and development concerns and issues.
- Can provide some supervision to urban planning, technical planning and other support staff.
- Must be able to work with minimal supervision and make decisions that reflect the established objectives of the department. Also requires initiative or ingenuity to resolve frequent minor problems in situations not always covered by established practices, procedures or policies.
- Must adhere to the Town of Kentville's Respectful Workplace Policy.