

# KAWARTHA CONSERVATION

## Resources Planner

### The Position

Responsible for the coordination and review of documents circulated under the Planning Act and in addressing our regulation 41/24 (Prohibited Activities, Exemptions and Permits). Review and administration of site plans, minor variances, severances, and other watershed planning recommendations are key elements of this position.

### Key Responsibilities

#### *Client Service*

Possess a positive, professional, and credible reputation both internally and externally; utilize networks and working relationships to ensure quality, timely, responsive customer service and meet strategic objectives and goals of the organization. Build and maintain partnerships and relationships that are essential to the ongoing success and image of Kawartha Conservation.

- Provide excellent customer service by responding to inquiries related to planning and regulation matters.
- Liaise with the community, municipalities, developers, consultants, real estate agents and other interest groups regarding the planning and regulations department as required.
- Develop and maintain good interpersonal business relations with staff in watershed municipalities, provincial and federal agencies, and the development and consulting community.
- Adhere to fee tracking, invoicing, and collection for plan review and regulation articles.
- Prepare documents and materials as required to ensure that the interests of Kawartha Conservation are appropriately represented at public meetings, committees, and hearings. Attend meetings as required.
- Optimize client and customer service through continuous improvements to departmental processes, tools, and communications.

#### *Administration and Project Management*

Demonstrate a motivated and adaptable working style that supports the goals of your team, department, and organization; demonstrate strong project management skills and work planning practices; develop strong working relationships with team members and partners and facilitate collaboration and problem solving; support a dynamic team environment with a balance of creative thinking and attention to detail to ensure programs are delivered in an effective and efficient manner with a high level of customer service.

- Develop annual workplans and contribute to department wide work planning to optimize teamwork.
- Participate in the annual budget process for the department, providing information and recommendations to the Director on annual workplans and targets.
- Manage, develop, and update databases relevant to the department.
- Coordinate and lead the development, implementation and management of projects as directed. Tender preparation and awarding of contracts, contract development and management, payment management and legal issue management may be required.

### *Technical Expertise*

Demonstrate a creative and solution driven working style that supports the achievement of strategic and departmental goals; demonstrate knowledge and experience relevant to the responsibilities of the position; engage in continuing education and professional networks that elevate your expertise; utilize your expertise in the key functions of your position; transfer knowledge to contribute to the success of others; demonstrate strong written and verbal communication; identify knowledge gaps and seek out professional development.

- Review and respond to land use proposals under the Planning Act.
- Review and provide responses to municipal planning and development proposals circulated to the Authority under the Planning Act such as Official Plan Amendments, Zoning by-law Amendments, Site Plans, Severance and Minor Variance, Subdivision and Condominium applications.
- Review and respond to property inquiries and title clearance requests from lawyers, realtors, and prospective purchasers as they relate to the Authority's Prohibited Activities, Exemptions and Permits regulation and or our advisory services.
- Provide information regarding natural hazards and mapping to the public and municipalities.
- Comment on federal, provincial and municipal legislative and policy documents from a Conservation and watershed perspective.
- Develop policies to address natural hazard management in municipal strategic planning initiatives.
- Prepare materials and provide technical advice as required to ensure that the interests of Kawartha Conservation are represented at public meetings, committees, and hearings. Participate in meetings as appropriate.
- Maintain accurate compliance records and prepare summary reports as required.
- Responsible for additional assignments pertinent to the position.

### *Risk Management and Administration*

Adhere to all health and safety policies as set out by the organization; demonstrate an understanding of the Occupational Health and Safety Act and actively work to support a safe workplace for yourself and others.

- Participate in all health and Safety related courses and training as assigned.
- Minimize Health and Safety hazards and risks with work activities. Report on safety hazards to the Director, Planning and Development Services.
- Actively participate in the implementation of Health and Safety workplace initiatives and programs.

## **Scope of Accountability**

Will have the freedom to make independent management and technical decisions within the scope of your expertise and in keeping with provincial and Kawartha Conservation policies, guidelines, and procedures. Provide advice and recommendations to the Director, Planning and Development Services on all other matters such as strategic initiatives, programs, work plans and budget matters, and technical issues beyond the scope of your expertise. Follow organizational guidelines, professional standards, regulations and principles; demonstrate reliability and integrity daily.

## Skills and Expertise

- Graduate from an approved university or college with a background in Planning, Ecosystem Management, Resource Management, or related field.
- Minimum 3 years demonstrated experience in planning and policy driven programs or natural resource management.
- Experience in interpreting and commenting on relevant federal, provincial, and municipal legislation and policies.
- Experience with Conservation Authority Act and development regulations.
- Competent knowledge of current water and environmental management principles.
- Preparation of technical reports and presentations.
- Proficient in MS Word, MS Excel.
- Familiar with administrative and information management processes.
- Familiar with workplace legislation such as Occupational Health and Safety, AODA, MFIPPA.
- Valid M.T.O. driver's license and a clean driving record.

## Working Conditions

- Office and administrative work.
- Significant time will be spent on the computer.
- High level of concentration required.
- Some outdoor work, occasionally in inclement weather conditions, in a variety of rural landscape situations.
- Hours may vary due to site locations and landowner availability.
- Working occasionally weekends and evenings will be required to attend various stakeholder meetings or other community events.
- Travel required throughout the program area using corporate vehicles.
- Working with the public.
- Mandatory adherence to safety policies & practices.

## What we can offer

As part of a collaborative and innovative team you will have the opportunity to make a positive impact in our communities and be a part of our vision of engaged communities that love, respect and appreciate our natural environment. You will be part of an inclusive organization that:

- Makes a positive impact on the communities we serve within our watershed.
- Offers a competitive compensation package.
- Offers a defined benefit program on your first day of employment (OMERS).
- Provides an Employee Assistance Program and Group Benefits.
- Provides flexible working arrangements.
- Offers potential for career growth and pursuing professional development.
- Has an office amid our beautiful Ken Reid Conservation Area where you are surrounded by nature.

## Our Core Values

Our values guide our actions, as they shape the kind of organization that we are part of. In all our decision making, we will:

- Act with Integrity: Take personal ownership and responsibility for the quality and timeliness of work commitments; demonstrate reliability and integrity daily.
- Value Knowledge: Commit to continuous improvement and personal and professional growth; ensure technical/professional knowledge is up-to-date and applicable to the job.
- Promote Teamwork: Demonstrate a commitment to achieving common goals through teamwork; promote a positive and productive environment and a healthy workplace.
- Achieve Performance Excellence: Actively seek to identify new business opportunities; ensure high quality work.
- Foster Innovation: Forward thinking and visionary approach to problem solving.