



**MUNICIPALITY OF THE DISTRICT OF WEST HANTS
JOB DESCRIPTION
PLANNER**

Position Title: Planner
Department/Division: Planning
Reports To: Director of Planning and Development
Subordinate Staff: None
Salary Range:
Classification: Full-time
Creation Date: May 2017

Position Summary: The Planners main priority is to carry out the municipal planning strategy. This includes assisting with research, development and implementation of planning policy for the municipality of the District of West Hants; processing applications for development agreements, amendments to planning documents and municipal heritage property registration; and undertaking research and studies on a variety of planning-related issues. The Planner works under the supervision of the Director of Planning.

JOB DUTIES AND RESPONSIBILITIES¹

Application Review & Processing

- Processes applications for municipal planning strategy and land use by-law amendments, development agreements, and municipal heritage property registration, including researching and preparing staff reports, drafting amendments or development agreements coordinating advertising and public consultation, and ensuring all legislative requirements are met
- Assists with processing applications for subdivision approval and development permits, and acts as Assistant Development Officer as required

Policy Development

- Assists with research, development and implementation of planning policy

Reporting & Research

- Undertakes research and prepares reports on demographic and statistical information, planning and development issues, provincial and federal government legislation and other planning-related matters

¹ Job descriptions are intended to provide an outline of the general areas of responsibility and duties associated with a given position. Job descriptions are not intended to capture the full breadth of tasks and/or assignments an employee may be directed to complete at any given time. The municipality of West Hants reserves the sole and unfettered right to make changes to this job description, as required by the organization, without impact upon the employment relationship.

- Provides advice on planning matters to the Chief Administrative Officer

Committee Involvement

- Provides advice on planning matters to the Planning Advisory Committee (PAC), Heritage Advisory Committee (HAC), Hantsport Area Advisory Committee, Council, and three watersheds committees, as required
- Assists in the preparation of agendas and support material for PAC and HAC meetings, and attends PAC and HAC meetings
- Attends watershed advisory committee meetings and advises on land use planning issues related to water supply watershed management
- Attends Council Committee meetings and Public Hearings as required

Other

- Responds to information requests from Council, Committees and other staff
- Responds to public inquiries
- Involved in the Municipal Climate Change Action Plan

JOB CHARACTERISTICS

Work Environment

The Planner works primarily in an office environment but may be required to travel within the Municipality of the District of West Hants to attend meetings.

JOB REQUIREMENTS (KNOWLEDGE, SKILLS, EDUCATION, AND TRAINING)

Education & Experience

- University degree in land use planning, preferably a Masters in planning or a related undergraduate degree with equivalent experience
- Related work experience
- Experience in the Nova Scotia context would be an asset

Professional Affiliations

Eligible for membership in:

- Canadian Institute of Planners
- Licensed Professional Planners Association of Nova Scotia (LPPANS)

Knowledge, Skills, & Abilities

- Excellent research and writing skills
- Strong communication skills (verbal and written)
- Able to work effectively with teams and build group consensus
- Proficient in computer applications and software
- Skilled at facilitating public consultation
- Able to effectively use social media to engage the public