



Nunavut Planning Commission Senior Planner Job Description

General Information

Position / Title:	Senior Planner	Status:	Full-time
Department:	Policy & Planning	Reports To:	Manager, Planning & Implementation

Purpose of Position

Under the direction of the Manager, Planning & Implementation, the incumbent is responsible for managing and providing oversight for all aspects for the effective and efficient implementation of land use plans and the Nunavut Planning and Project Assessment Act (NUPPAA). This includes; developing formal procedures and policies to ensure the standardized application of land use plan policies, zoning designations and NUPPAA; designing procedures to monitor and evaluate the implementation of land use plans and NUPPAA; coordinating the conformity determination process including maintaining a public registry; adhering to timelines; advising the government, the public and other IPGs and proponents on NUPPAA obligations; preparing public notices, reports and thematic maps, drawings, charts, tables to support the implementation of land use plans and legislation; making presentations at meetings and workshops; leading workshops, training and capacity development of staff and external parties involved in implementation of land use plans and, liaise with external organizations, planning partners and proponents to ensure the consistent application of land use plan policies, zoning designations and legislative requirements.

The Senior Planner's main function will be to manage the implementation of the statutory requirements of NUPPAA, oversee conformity determinations and coordinate the day to day activities of the Planners. Under the leadership of the Manager, Planning & Implementation, the Senior Planner is responsible for all aspects for the effective and efficient implementation of land use plans and compliance to all aspects of NUPPAA and for reviewing and approving conformity determinations prepared by the Planner.

Impact

Under Article 11, Land Use Planning of the Nunavut Agreement the Nunavut Planning Commission is responsible for the development and implementation of land use plans. Additional legal obligations and duties flow from the NUPPAA. The incumbent is responsible for ensuring those legal obligations and duties are fulfilled.

Responsibilities

1. Exercises responsibility as a Senior Planner by providing oversight for:
 - Determining if project proposals conform to land use plans by conducting conformity determinations and administering policies and procedures related to the implementation of land use plans
 - Implementing the legal requirements of land use plans, the Nunavut Agreement and NUPPAA
 - Updating and monitoring of Nunavut Planning Commission's public registry to ensure all NUPPAA requirements are met
 - Review and evaluation of minor variances re-zonings and other land use planning processes related to implementation of land use plans and NUPPAA.
 - Developing formal procedures and policies for the standardized implementation, monitoring and evaluation of land use plans and NUPPAA.
 - Representing the Nunavut Planning Commission at meetings and workshops, as required.
 - Coordinating the day to day activities of Planners
 - Reviewing and approving the conformity determinations of Planners
 - Designing and leading planning partner workshops and consultations

2. Acts as an advisor to the Manager, Planning & Implementation providing a wide range of strategic, operational, procedural and land use planning advice on a broad range of planning and legislative matters.
3. Plays a lead role in the preparation of reports, briefing notes, land use plans, thematic maps and the creation of drawings and charts by:
 - Conducting research and analysis
 - Writing detailed reports, briefing notes and correspondence
 - Creating reports and appropriate presentation aids for meetings, workshops and public presentations when required.
 - Leading workshops and consultations with a broad range of planning partners.
4. Mentoring and leadership roles will include training and capacity development, both internally and externally to transfer technical, procedural and land use planning skills, knowledge and understanding;
5. Oversee the provision of information to the general public, industry and government on policies, procedures and requirements relating to implementation of land use plans and legislation by:
 - Ensuring accurate answers to verbal and written enquiries;
 - Providing advice and support to proponents to ensure the efficient implementation of land use plan and legislative requirements.
 - Make presentations and assist with public consultations
6. Assists the Manager Planning & Implementation with other duties as required.

Qualifications

Education

- Recognized Degree in in Land Use Planning or Urban Planning
- Member of the Canadian Institute of Planners is desirable

Experience

- Minimum of five years' experience in land use planning or urban planning
- Experience in formulating land use plans or implementing zoning by-laws, knowledge of the environmental assessment.

Relationships

The work involves, under the direction of the Manager, Planning & Implementation:

- Leading the implementation of land use plans and NUPPAA.
- Coordinating, mentor and train other conformity determination officers.
- Establishing and maintaining local, regional and national contacts with planning partners, proponents, government regulators, Institutions of Public Government and the general public.

Knowledge

The work requires that the incumbent has work and management experience in:

- Land use planning theories and approaches regarding land use plan formulation, implementation, monitoring and evaluation
- Municipal Land Use Planning Law

- The formulation of procedures for standardizing the administration of a variety of land use planning services related to: rezoning, plan amendments; minor variances; plan review; plan implementation, monitoring and evaluation
- Formulating procedures for standardizing the implementation of land use planning legislation to ensure legal and operational obligations are fulfilled
- Methods of gathering, compiling analyzing and presenting land use planning data and information
- Knowledge of GIS an asset
- Team building, consultation and interviewing processes
- Leading and participating in work and project teams
- Advanced computer software programs for office use, the Microsoft Suite of programs, spreadsheets, statistical analysis programs
- An understanding of Geographic Information Systems and Cartographic processes would be an asset
- Protecting and safeguarding legal documents, confidential and propriety information and knowledge of the Access To Information Act and related internal policies
- A wide range of Federal and Territorial regulatory processes related to the management of lands and resources
- Knowledge of the Nunavut Agreement

Theories and Principles:

- A sound understanding is required of the principles, theories and approaches of land use plan formulation, implementation, monitoring and evaluation
- Knowledge of Land Use Planning Law would be considered an asset

Abilities

Analytical Research Skills – the ability to design research or evaluate studies, collect and analyze data using appropriate tools and methodologies and to prepare meaningful and concise reports that summarize the information provided by the data.

- Effectively extracts, synthesizes and interprets data from existing documents, studies or reports
- Critically evaluate data sources for reliability
- Designs, monitoring and evaluation criteria to assess the implementation of land use plans and legislative processes
- Applies qualitative and quantitative (statistical) methodologies appropriate to the particular research objectives
- Can identify the most useful and appropriate tools and technologies (including computer application) to meet the requirements of the task
- Design and critically assesses survey, questionnaire and other research results to ensure their credibility, consistency and validity
- Can interpret statistical and quantitative information to reach logical conclusions and /or identify significant trends or patterns
- Identifies optimal means to display and report data and results in a meaningful manner
- Demonstrates critical awareness of issues (e.g. privacy, security, political sensitivity) related to the release of information

Applying Principles and Procedures – The ability to understand a set of rules, laws, guidelines or procedures, to recognize how they apply to a particular case, and to apply them in a logical way to make consistent decisions and /or recommendations on the land use planning process.

- Identifies and understands the critical issues of a case or situation

- Applies relevant information (e.g. land use plan policies, zoning designations, land use planning law, legislation, policies, or practices) to the case at hand
- Formulates decisions/recommendations in a consistent and logical manner
- Recognizes issues that require an additional level of intervention seeks out knowledgeable people to obtain information or clarify a problem

Mentoring and Leadership Roles: - will include training, capacity development and skill transfer

- provide training and support to other staff involved in implementation of land use plans and NUPPAA
- to ensure consistency in application of the plan requirements provide advice and information to proponents and external organizations responsible for implementation of the requirements of land use plans through the issuance of permits, licenses and authorizations

Policy Analysis Skills: - The ability to identify the key issues and factors associated with the implementation of land use plans, zoning designations, procedures and legislation to pull together and assess the information needed to guide decision-making and to propose and/or implement solutions that balance practical considerations.

- Can pull together diverse information, including research findings, into a coherent picture as basis for decision making
- Demonstrates a keen understanding of the diverse factors (including planning partners involved) impacting the implementation of land use plans, procedures and legislation
- Recognizes strategic opportunities and potential problems associated with implementation, monitoring and evaluation of land use plans and legislative procedures
- Selects optimal research or consultative approaches (that balance costs with effectiveness) to address plan implementation and monitoring challenges

Communications: - The ability to work with internal and/or planning partners to share information express oneself clearly and concisely, to determine the needs and interests of planning partners, to identify possible solutions, and make recommendations in order to help clients decide on a solution that meets their needs.

- Draws on diverse sources of information and personal contacts in order to generate ideas
- Effectively assists the client in assessing needs and options, and recommends courses of action
- Involves planning partners in decision making
- Is accessible and responsive to clients
- Quickly identifies the needs of clients
- Recognizes relationships between pertinent information and the circumstances of individual cases

Diagnostic Information Gathering: - The ability to identify the information needed to clarify a situation, seek that information from appropriate sources, and use skilled questioning to draw out the information needed.

- Gets more complete and accurate information, by checking multiple sources
- Identifies optimal information sources
- Knows when to seek expertise to obtain information or to clarify a problem
- Makes effective use of time when gathering information
- Probes with tact and diplomacy to get the facts, when others are reluctant to provide full, detailed information
- Quickly identifies the specific information needed to clarify a situation or to make a decision

Negotiating, Facilitation and Mediating Skills: - The ability to find mutually acceptable solutions with others, both in conflict and non-conflict situations, when the parties have different interests or different perspectives on what should be done.

- Deals constructively with conflict situations
- Effectively questions other parties to understand interests underlying positions

- Focuses the discussion on common interests
- Generates and proposes ideas that address the interests of different parties
- Identifies the needs of other parties and acknowledges interdependencies

Planning and Organizing: - The ability to develop well-thought-out plans to guide the accomplishment of business objectives.

- Develops plans for short-term and long-term projects
- Measures performance against goals
- Integrates a wide range of factors into the planning process
- Maintains commitment to goals in the face of obstacles and frustrations
- Makes effective use of time and resources
- Sets priorities appropriately
- Sets realistic goals and objectives

Presentation Skill and Report Writing: - The ability to prepare and deliver presentations and reports that are clear, engaging, and effective.

- Develops a clear, logical flow for the presentation and reports
- Ensures participants' involvement and understanding
- Prepares and uses visual aids that are clear and have high impact
- Selects language and examples tailored to the level and experience of the audience
- Uses effective non-verbal communication skills
- Uses time effectively

Flexibility: ability to adapt to and work effectively within a variety of situations, and with various individuals or groups.

- Flexibility entails understanding and appreciating different and opposing perspectives on an issue
- Adapting one's approach as the requirements of a situation change
- Changing or easily accepting changes in one's own organization or job requirements

Customer-Service Orientation: a desire to help or serve others, to meet their needs.

- It means focusing one's efforts on discovering and meeting the customer or client's needs
- "Customers" include internal colleagues, students, or anyone that the person is trying to help

Self-Control: the ability to keep one's emotions under control by:

- Restraining negative actions when provoked, when faced with opposition or hostility from others, or when working under conditions of stress
- It also includes the ability to maintain stamina under continuing stress

Relationship Building: - The ability to proactively develop mutually beneficial working relationships with colleagues and planning partners.

- Communicates and shares information with contacts as required
- Interacts effectively with people of diverse backgrounds
- Maintains important relationships by periodically meeting, telephoning or socializing
- Provides assistance, appropriate information, or other support to others, to build or maintain relationships with them
- Seeks out and builds relationships with individuals who can provide information, career support, potential business, and other forms of help
- Takes an interest in others

Thinking Skills: – The ability to actively and skillfully analyze problems and issues, organize information, identify key factors, identify underlying causes and generate practical solutions.

- Quickly acquires and applies relevant information
 - Recognizes pertinent facts and issues
 - Identifies practical sound solutions to problems
 - Effectively plans and organizes work
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- Experience in formulating land use plans or implementing zoning by-laws, knowledge of environmental assessment and other regulatory processes.

Work Environment

There is a continuous requirement to deal with lack of privacy, numerous interruptions, frequent time pressures and deadlines on projects, reports and briefing notes, multiple changing priorities and lack of control over pace of work

Travel

- There is a need to travel public / government meetings, workshops or training which may require periods of time away from home (a few days to 1 to 2 weeks, minimum 4 times per year) and adjustments to different schedules and hours of work.
- Due to flight scheduling in the north, travel on weekends is often required.

Psychological & Mental Stress

- Peak periods require the incumbent to constantly exercise organization and priority setting skills. Usually physical (exhaustion) and mental stress (balancing multiple demands) develop during these times.
- Tight deadlines, financial restraints, conflicting priorities, multiple demands and fast paced workload may lead to stress, anxiety and mental fatigue.
- While attending meetings, workshops, hearings or training there may be extended periods where sustained attention and intellectual effort will be required placing increased pressure on the psychological / emotional effort required of the incumbent.

Physical Environment

- The work is performed in an open office environment and involves continuous exposure to noise and confined office space and involves sitting for long periods both in the office and during meetings, workshops and consultations, as well as exposure to video screen glare for 80% of working time.
- The remaining 20% of time may be at communities or remote mining and resource development sites, with extreme weather conditions, long periods of darkness and insects.
- Travel by aircraft, watercraft, snow machine or automobile involves sitting in tight, often cramped spaces for many hours at a time.
- The travel may involve exposure to inclement weather and rough terrain.

Computer Work

- The exposure to the glare from a computer screen, sitting and focusing on reading for long periods of time may lead to eye, neck and back strain.
- Repeated use of finger and wrist muscle when using a keyboard can cause muscular pain or carpal tunnel syndrome.

Validation of Job Description

This Job Description has been reviewed by and agreed to by the Executive Director and the Incumbent.

Executive Director

Incumbent

Date: _____

Date: _____