



JOB DESCRIPTION

TITLE: SOCIAL PLANNER
DEPARTMENT: Community Development
LEVEL: 14

Position Last Evaluated: Dec 2014
Job Desc. Last Updated: May 2019

JOB SUMMARY

Under the general direction of the Manager, Community & Cultural Planning, the incumbent is responsible for policy development and implementation of activities to address priorities associated with social equity, cultural diversity, and community health issues in the City. The position works collaboratively with local First Nations, Aboriginal Friendship Centres, urban Aboriginal groups and with community-based organizations, research groups, other levels of government and internal City departments. The Social Planner acts as a liaison and coordinator to strengthen relationships in support of the social goals of the City; assisting in developing policies and initiatives to achieve inclusive community and social objectives across areas of poverty reduction, affordable housing and homelessness, education, employment, food security, mental and physical health, protection of the vulnerable, harm reduction, cultural diversity and social connectivity. The incumbent provides support to related Committees and is responsible for general planning duties as a member of the Community & Cultural Planning Section.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Supervises and directs appropriate technical staff; plans, schedules and monitors work and performance.
2. Liaises with non-profit agencies, local First Nations, Aboriginal Friendship Centres and urban Aboriginal communities, senior levels of government, developers, architects, land owners and public community groups by providing advice and assistance relating to policy development and planning issues to address social equity, cultural diversity and community health issues.
3. Carries out planning assignments involving the application of specialized knowledge in the analysis of community and social planning policy and legislation, zoning, official community plan and other land use bylaws, special projects and other matters relating to community planning programs and projects.
4. Researches, assembles and interprets historical, economic, physical, social, legal, statistical and other data for departmental studies and projects.

TYPICAL DUTIES AND RESPONSIBILITIES (Cont)

5. Determines the scope and research methodology to be utilized for in-depth planning studies, and prepares comprehensive reports, planning regulations and policies.
6. Prepares research material for presentation to Council, appointed committees and others.
7. Designs, implements and facilitates public involvement programs; undertakes meetings and workshops designed to solicit involvement in defining planning issues in setting land use, economic, social and environmental objectives.
8. Provides functional direction, training and guidance to technical staff. Plans, schedules and monitors work and performance. Provides orientation to new or temporary staff.
9. Evaluates planning applications to ensure compliance with the applicable City policies and bylaws.
10. Evaluates planning trends to ensure compatibility with current municipal planning goals and objectives.
11. Acts as the representative of the Community & Cultural Planning at public meetings, committee and commission meetings, prepares reports, agendas and attends meetings of various committees.
12. Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Ability to communicate with tact and diplomacy when handling contacts of a difficult, specialized or sensitive nature for purposes such as influencing, persuading or securing the cooperation of others.

Excellent conflict resolution skills.

Considerable knowledge of community and social planning principles, practices, techniques and methods as they relate to the work performed, current trends and developments.

Considerable knowledge of policies, bylaws and legislation related to a broad range of social planning issues.

Experience and understanding of the complex socio-economic, cultural, political, and spiritual matters associated with a diverse community.

Knowledge and experience in facilitating public meetings and workshops.

Knowledge of the current trends and approaches to advancing social sustainability objectives.

Ability to delegate work to clerical and technical staff and to perform all duties with minimal supervision.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (Cont)

Ability to manage and direct the work of contractors and consultants.

Excellent verbal and written communication skills and the ability to use persuasive diplomacy when recommending, clarifying or negotiating issues.

Ability to work varied hours as necessary to meet the requirements for attending committee and Council meetings.

Proven project organizational skills.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

University degree in Urban Planning, Geography or related field.

A minimum 3 years' related work experience in a social planning and/or community planning position.

Or an equivalent combination of education and experience.

Eligibility for membership in the Planning Institute of BC.

Possession of a valid Class 5 BC Driver's Licence.

GENERAL STANDARDS

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health and Safety (OHS) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity and fairness.

Takes responsibility for reducing energy consumption within the scope of the job duties.

Meets the City's core competencies in the areas of Building Relationships, Developing Self & Others, Focusing on Customer, Communicating Effectively, Thinking Strategically and Collaborating for Results.

Adheres to City policies and objectives.