

January 2019

JOB DESCRIPTION

SENIOR PLANNER | URBAN PLANNING & DESIGN



PART A – COMPANY PROFILE

The MBTW|WAI group of companies is a professional, multidisciplinary consulting and design firm providing services in landscape architecture, urban design, urban planning and architectural design guidance. Our full service, award winning, Toronto-based firm comprises more than 50 staff members, with varying interests and talents. Collectively, we combine our broad range of experiences with state-of-the-art technologies and resources with the goal of providing our Clients with a unique perspective in the business of land planning, site design and development.

PART B – POSITION DESCRIPTION

We are seeking an ambitious and creative **senior planner** with an inclination for design to join our **urban planning and design team**. The core function of this position is to provide expertise in the review and interpretation of planning policy and regulation for private and public sector clients. The **senior planner** will coordinate development applications, conduct due diligence exercises and formulate recommendations, prepare Planning Rationale Reports, and facilitate public consultation events. The successful candidate will work both individually and within the multi-disciplinary structure of the firm – providing excellent coordination and organizational skills, and professionalism, especially in communicating with clients and agency staff.

PART C – ROLE & RESPONSIBILITIES

The **senior planner** will be expected to undertake the following roles and duties:

- Cooperatively undertake daily activities within a team reporting structure that includes: Technical Staff, Urban Designers, Urban Planners, Project Managers, Senior Project Managers, Associates, Partners and a variety of specialized Administrative and Support Staff.
- Coordinate with clients, consultant team members, municipal and approval agency staff, among others as required to meet deadlines.
- Prepare and coordinate a full range of planning applications, including the review and analysis of development concepts, and making recommendations on complex applications with set timelines.
- Review and interpret planning policy, regulation and/or guidelines and provide recommendations as they relate to various development applications.
- Prepare policy, regulation and/or guideline text as required.
- Assist in the preparation for LPAT hearings and prepare related evidence.
- Prepare and deliver presentations to clients, Committees, Council and/or members of the public.
- Facilitate and undertake public consultation, liaison and community outreach.
- Develop, manage and update project and team schedules.
- Prepare and write various documents in support of development applications including Planning Rationale Reports, Opinion Letters, Due Diligence Reports and Urban Design Guidelines.

- Write and coordinate proposal submissions in response to private sector and municipal requests for proposal.
- Maintain project files including the organization of reports, drawings, and project correspondence.
- All other duties as assigned

PART D - QUALIFICATIONS

- Bachelor or graduate degree in urban planning, or other related field.
- 5+ years of relevant Ontario experience in urban planning.
- Membership in the Ontario Professional Planners Institute (OPPI) and the Canadian Institute of Planners (CIP) is an asset (full membership preferred).
- Class 'G' driver's license with access to a vehicle.

PART E – SKILLS + KNOWLEDGE

- A strong understanding of the Ontario planning process, including thorough knowledge of the Planning Act, provincial policy statements and plans, and local and regional planning responsibilities.
- Demonstrated, strong, written and oral communication skills.
- Strong leadership and project management skills, organization and coordination skills, including the ability to set priorities and work under pressure to meet tight deadlines.
- Highly motivated, flexible and enthusiastic team player, capable of working as part in the context of a multi-disciplinary practice.
- Excellent research and data collection skills; attentive to detail, analytical.
- Out-of-the-box thinking with good problem-solving skills.
- Acts as a mentor of other planners and staff in the team.
- Excellent graphic skills, including document layout and system diagram preparation.
- Proficient in Microsoft Word, Excel, Outlook and Powerpoint.
- Proficient in the Adobe Suite (specifically InDesign, Illustrator, and Photoshop).
- Knowledge of AutoCAD an asset.
- Knowledge of Sketchup or other 3D software an asset.
- Hand drawing skills and water-colouring an asset.

Qualified applicants are invited to send a cover letter, resume and portfolio, and writing samples in confidence to contact@mbtw.com or to the MBTW Group, at 255 Wicksteed Avenue, Unit 1A, Toronto ON, M4H 1G8, Attn: Human Resources Manager.

A minimum of two professional references are required.

We thank all those who submit applications; however, only those candidates selected for an interview will be contacted.