



JOB DESCRIPTION

INTERMEDIATE PLANNER

PART A – COMPANY PROFILE

MBTW|WAI is a professional, multidisciplinary consulting and design firm providing services in land use planning, urban design, landscape architecture, architecture, and architectural design guidance. Our full service, award winning, Toronto-based firm is comprised of 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. Our office provides a range of employee benefits including comprehensive health, travel, and dental insurance, annual performance bonuses, RRSP matching, flexible work hours, and balanced office-home work options. We also foster a community environment through a variety of social activities including in office fitness boot camp, ski days, volleyball events, and more.

PART B – POSITION DESCRIPTION

We are seeking a motivated and creative **intermediate planner** with strong research and writing skills to join our **planning & urban design team**. The core function of this position is to work in support of the firm's provision of professional consulting services to a wide variety of public and private sector clients. The **intermediate planner** will assist in coordinating projects with a large focus on the preparation of urban design briefs, urban design guidelines, and policy/regulation research to assist with formulating recommendations. The position will also include assisting in the preparation of peer reviews and witness statements. The successful candidate will work both individually and within the multi-disciplinary structure of the firm - providing excellent coordination and organization skills, and professionalism, especially in communicating with clients and agency staff.

PART C – ROLE & RESPONSIBILITIES

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

- Collaboratively undertake daily activities within a team 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.
- Client and consultant communication and coordination.
- Assist in the preparation of materials including report writing in support of planning applications (incl. planning justification reports, opinion letters, urban design briefs, urban design guidelines, urban design studies, etc.).
- Review and interpret planning policy, regulation and/or guidelines and provide recommendations as they relate to various development applications.
- Research and preparation of due diligence reports.
- Preparation of materials for client presentations, and/or for public and Council meetings.
- Assist in the preparation and organization of OLT hearing material.
- Maintain project files including the organization of reports, drawings, and project correspondence.

PART D - QUALIFICATIONS

- Bachelor or graduate degree in planning, urban design, or another related field.
- 2-3 years of relevant planning and/or urban design work experience in a professional office environment.
- Capacity to deliver in challenging project timeframes and deadlines.

PART E – SKILLS + KNOWLEDGE

- A good understanding of the Ontario planning process, including knowledge of the Planning Act, Provincial Policy Statement and A Place to Grow: Growth plan for the Greater Golden Horseshoe as well as local and regional planning policies and guidelines
- Demonstrated strong written and oral communication skills.
- Excellent research and data collection skills.
- Highly motivated, flexible, and enthusiastic team player, with the ability to work both independently and as part of a multi-disciplinary team.
- Proficient in Microsoft Word, Excel, Outlook, and PowerPoint.
- Proficient in Adobe Suite (specifically InDesign, Illustrator, and Photoshop).
- Excellent graphic skills, including document layout and system diagram preparation.
- Able to read and understand zoning bylaws, technical surveys, and plans.
- High attention to detail and analytical.
- Strong organization and coordination skills.
- Knowledge and understanding of various built form typologies an asset.
- Knowledge of Sketchup an asset.

Qualified applicants are invited to send a cover letter, resume and portfolio, and writing samples in confidence to contact2024@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.