

Position: **Benchmark Job #312**

Ministry: Islands Trust

Working Title: **Regional Planning Coordinator**

Branch: Local Planning

Level: Range 30

Location: Victoria

NOC Code: 2153

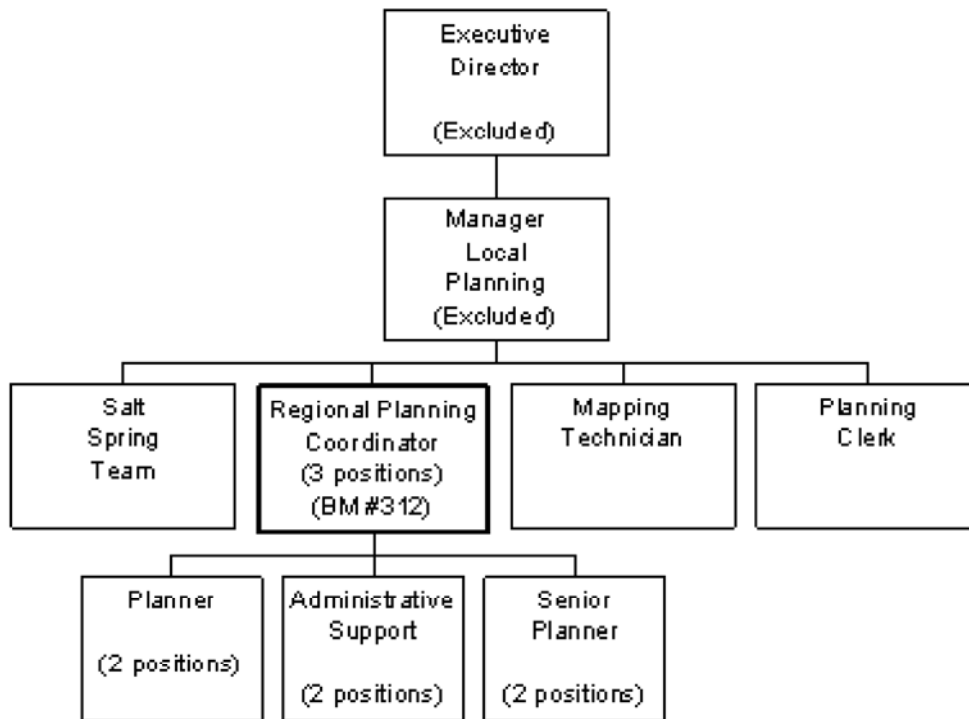
PRIMARY FUNCTION

To provide planning guidance and expertise to Local Trust committees and the public within a geographic area of the Islands Trust.

JOB DUTIES AND TASKS

1. Provides planning expertise to Local Trust and Local Advisory Committees for an assigned area
 - a. develops and defines regulatory and administrative frameworks and processes required for legal Committee and associated operations
 - b. develops project plans to address active and future issues
 - c. chairs and/or participates in meetings with elected Trustees, community groups and developers to facilitate an understanding of issues, timelines, positions and requirements
 - d. prepares reports and recommendations to brief Committee members on issues and possible conflicts
 - e. coordinates development, facilitation and implementation of Official Community Plans (OCPs)
 - f. develops review processes and provides guidance in the development, consideration and adoption of zoning bylaws, amendments, permits and referrals on applications for land activities
 - g. provides recommendations on applications for rezoning, subdivisions, development in the Agricultural Land Reserve, Forest Land Reserve and Crown leases, and liaises with applicants and affected parties to clarify the intent and impact of applications
 - h. leads development and processing of bylaws through public hearing involving diverse stakeholder groups, including scheduling, drafting official notices and referrals and provides guidance at meetings
 - i. interprets and informs local officials and the public on local land use bylaws, and provides information on regulations and policies, interprets bylaws to specific situations and provides assistance in the investigation and disposition of bylaw infractions
 - j. negotiates and facilitates the development of guidelines and formal agreements between Local Trust Committees and landowners
 - k. ensures management is aware of emerging/current issues and is provided with recommendations on priorities and actions to assist the undertaking of Local Planning
 - l. sets up co-operative working relationships with provincial, federal and regional officials to ensure co-operation on matters of split jurisdiction and prepares letters of understanding
 - m. develops terms of reference for consultants, prepares and adapts pre-approved language to initiate and prepare contracts, monitors performance and approves payment of invoices
2. Develops and administers policies and regulations reflecting the planning, legislative and decision making requirements regarding land use in Local Trust Committees areas

- a. facilitates, and represents government in, public processes for the development and enhancement of policies/processes where stakeholders have diverging interests
 - b. ensures policies are consistent with legislative/regulatory requirement and Islands Trust environment
 - c. develops policies relating to transportation networks, road standards, public open space acquisition, use of amenity bonus schemes and use of development permits
 - d. interprets legal opinions to local officials and the public
3. Leads communication activities to ensure the Islands Trust is understood, interested parties are informed of issues, and public, agencies and elected officials are offered a forum for comment
- a. represents Islands Trust on regional, provincial and federal administrative and technical committees relating to Local Trust Committee issues or Trust Council issues
 - b. responds to concerns and enquiries from the public, media, agencies and political representatives
4. Supervises staff (6 FTEs) and provides direction to contractors, and performs other related duties
- a. supervises and appraises work of staff, takes disciplinary action



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p>JOB KNOWLEDGE</p> <p>Understand all related issues of community land-use planning to provide authoritative advice to stakeholders on regulatory and administrative frameworks for land-use.</p>	I	305
2	<p>MENTAL DEMANDS</p> <p>Judgement to evaluate and develop community planning goals, standards and plans, and recommend changes to legislation, regulations, codes, plans and bylaws.</p>	H	250
3	<p>INTERPERSONAL COMMUNICATIONS SKILL</p> <p>Influence required to use formal negotiation skills to represent government in sensitive negotiations to facilitate consensus amongst divergent interests.</p>	E	60
4	<p>PHYSICAL COORDINATION AND DEXTERITY</p> <p>Moderate coordination and dexterity required to drive vehicles to meetings with elected officials, community groups, and the public to present community lands and land-use proposals.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS</p> <p>Guided by land use planning standards and legislation, plan and evaluate local community requirements to lead a team of Planners in the development of Official Community Plans (OCPs), recommend changes and evaluate success of changes.</p>	G	190
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES</p> <p>Significant financial responsibility to adapt pre-approved language and to prepare contract specifications with community agencies and contractors involved in the preparation of Official Community Plans.</p>	E	33

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7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</p> <p>Considerable responsibility to control processes which ensure the quality of information from public consultation and other processes against legal standards.</p>	E	33
8	<p>RESPONSIBILITY FOR HUMAN RESOURCES</p> <p>Responsibility to supervise planners, appraise employee performance and take disciplinary action (6 FTEs).</p>	DF	21
9	<p>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</p> <p>Significant care and attention to develop and lead public consultation and community planning processes which affect the well-being of the public.</p>	D	25
10	<p>SENSORY EFFORT/MULTIPLE DEMANDS</p> <p>Focused attention to detail to frequently read official community plans.</p>	C	12
11	<p>PHYSICAL EFFORT</p> <p>Moderate physical effort to frequently focus visual attention to computer screen and printed documentation while reviewing and editing official community plans and bylaws.</p>	C	12
12	<p>SURROUNDINGS</p> <p>Exposure to regular unpleasant dealings with upset public and/or elected officials on land-use planning issues and initiatives.</p>	B	4
13	<p>HAZARDS</p> <p>Limited exposure to hazards from regular driving or use of public transportation while travelling to development sites to gather information on land-use requirements.</p>	B	4

Total Points: 964

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