

Job Title: Senior Planner II (Housing)

Position: Senior Planner II (Housing)

Division: Community Services

Department: Planning and Development

Term: 1 Temporary Full Time position available for approximately 24 months. May become permanent.

Closing Date: 02/12/2025

Labour Group: SCMMMA

Posting: 3977

Job Summary

This position leads the creation of a new housing strategy for the City of Saskatoon, including coordination and preparation of required studies, data collection, policy proposals and engagement activities. This position will also lead concurrent work to develop an associated operating program to implement the housing strategy. The position also performs related senior professional planning and supervisory work for the Planning and Development Department, including activities requiring extensive interdepartmental collaboration.

Duties & Responsibilities

- Leads the development of a new housing strategy, including community and stakeholder engagement and required data collection and analysis efforts to inform the new strategy.
- Hires, plans, organizes and directs planning staff primarily engaged in the development of the new strategy and associated supporting work, including administration of existing funded programs. Conducts performance management and, when required, disciplinary action.
- Responsible for program development for a new operational model to support the housing strategy, including operating metrics and financial requirements.
- Manages consultant contracts and projects related to development of the new housing strategy, by preparing tenders and/or requests for proposals, detailing project definitions, identifying terms of reference and reviewing proposals for consultant selections. Makes recommendations and administers consultant agreements.
- Develops required program and project plans to deliver a new housing strategy and operational model including defining and monitoring performance outcomes. Responsible for the tracking, maintenance and analysis of associated funding.
- Prepares and presents reports at key milestones including a proposed new strategy based on the recommendations developed from the above activities to the appropriate Standing Policy Committee, the Municipal Planning Commission, and/or the Governance and Priorities Committee, and may assist with or support the Director with presentations to the committees and City Council as required.
- Leads and directs staff related to the ongoing implementation and monitoring of existing funding programs, including the Rapid Housing Initiative.
- Ensures terms and conditions of all agreements are followed. Negotiates partnerships, leases and co-sponsorships as required.
- Establishes and maintains liaison with key stakeholders, community members, building and development industry members and civic staff on issues related to housing policy, financial incentives, real estate and land use.
- Represents the Planning and Development Department and provides support to internal and external committees related to affordable housing, including membership on relevant Boards and Committees. Maintains expertise related to current and anticipated trends in land use planning, affordable housing, financial incentives, as well as Provincial and Federal funding programs and related strategies, such as the National Housing Strategy.
- Acts on behalf of the section manager, when required.
- Performs other related duties as assigned.

Qualifications

Education, Training and Experience Requirements

- University Degree in Urban Planning or a directly related discipline.
- Six years' progressively responsible professional experience in Urban Planning, including supervisory responsibilities.
- Registered Professional Planner (RPP) and Member of the Canadian Institute of Planners (CIP). Must be eligible to attain provincial membership upon hire.

Knowledge, Abilities and Skills

- Thorough knowledge of the principles, practices and objectives of Urban Planning.
- Thorough knowledge of applicable municipal bylaws and provincial legislation and regulations pertaining to Urban Planning.
- Demonstrated ability to resolve complex issues in a multi-disciplinary environment including conflict management, managing extensive work programs and delivering projects on schedule within budgetary constraints.
- Demonstrated ability to establish and maintain effective working relationships with the public, senior levels of government, First Nations, Metis, the development industry, professionals in various fields, employees and civic officials.
- Demonstrated ability to communicate effectively verbally and in writing, including the preparation and presentation of complex financial and technical reports.
- Demonstrated ability to guide staff and consultants.
- Demonstrated ability to make decisions in a prompt, clear and consistent manner.
- Demonstrated ability to deliver consistent quality and performance while managing a high volume of work with multiple responsibilities amongst multiple stakeholders.

Weekly Hours: 36.67

Salary Range: \$86,211.84 to \$101,175.60 CAD per annum (2023 rates)

Diversity, Equity and Inclusion

The City of Saskatoon offers an inclusive workplace that embraces diverse backgrounds. As an equity partner with the Saskatchewan Human Rights Commission (SHRC), the City commits to diversity, equity and inclusion in our workplaces. By having our workforce reflect the community we serve, we support the realization of miyo-pimatisiwin, (me-o-pi-ma-ti-si-win) "the good life", for all residents. To learn more about Diversity, Equity and Inclusion at the City, please visit [Saskatoon.ca/diversity](https://saskatoon.ca/diversity).

Accommodation

The City of Saskatoon strives to provide an accessible and inclusive workplace for all, including throughout the application and selection process through reasonable access and accommodations. Should you require accommodation through any stage of the recruitment process, please email talentacquisition@saskatoon.ca.

While we appreciate all applications we receive, only candidates under consideration will be contacted.

Our Recruitment Process: Application > Posting Closes > Resume Review > Pre-screen/Interview > Offer > Pre-Employment Conditions > Welcome to the City