

## Job Posting

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The Upper Thames River Conservation Authority invites applications for the position of:

### **Planning Coordinator (Permanent, Full Time)**

#### **Who Are We?**

The Upper Thames River Conservation Authority's (UTRCA) mission statement is Inspiring a Healthy Environment. The 17 municipalities within the Upper Thames River watershed appoint representatives to the UTRCA's Board of Directors who represent the local urban and rural communities, deciding policies and programs that will lead to a healthy watershed. Our programs and services focus on five key areas:

- Protecting people and property and supporting safe development;
- Delivering landowner stewardship;
- Providing natural spaces and recreational opportunities;
- Making science-based decisions;
- Empowering communities and youth.

The Upper Thames River watershed encompasses an area of 3,421 square kilometers and is mainly rural but includes the urban centres of London, Stratford, and Woodstock. The UTRCA serves a total population of approximately 539,500 residents.

UTRCA Conservation Areas provide outdoor recreational opportunities that aim to educate and promote conservation messages to a large audience in an effort to improve the watershed's natural environment

#### **Who Are You?**

As a member of the UTRCA team you will contribute to the mission of Inspiring a Healthy Environment through your skill and expertise, but also through your passion for the environment and calling to support change and make an impact. You will collaborate with like-minded colleagues to facilitate innovative approaches to the work you do in a supportive, friendly, and connected environment. The UTRCA embraces togetherness – you'll know your colleagues, have a great time working together, and feel like you belong here. If this sounds like you, we would love to hear from you!

#### **Summary**

The Planning Coordinator is responsible for providing day-to-day leadership for the implementation of the UTRCA's municipal land use planning and inquiry services. Through these programs the Planning Coordinator is responsible for contributing toward achievement of the UTRCA's goals including the protection of life and property from flood and erosion, protection and improvement of water quality, and the protection, enhancement and restoration of natural areas.

Specifically, this will include:

- Leadership, support and mentorship to staff for the review of *Planning Act* applications and the interpretation of Provincial Policy Statement policies related to Natural Hazards.
- Lead the review and commenting on complex or contentious applications under the *Planning Act* and Other Legislation.
- Provide strategic direction for the Planning program and provide assistance to the Manager on the development and implementation of the program budget and annual workplan.

- Work with an interdisciplinary team of professionals and provide effective project management and technical assistance as it relates to planning and development matters of interest to the UTRCA.

## Education

- University Degree from an accredited post-secondary institution in Planning, Resource Management, Environmental Science, or a Geography-related discipline.
- Registered Professional Planner designation or actively working towards achieving this designation.
- A valid Ontario Driver's Licence (G class) is required.

## Experience, Knowledge and Skills:

- Five (5) years of experience in an appropriate Resource Management or municipal Planning role.
- Thorough knowledge of land use planning and natural resource management legislation, regulations and policies including; the Provincial Policy Statement, *Planning Act*, *Conservation Authorities Act*, *Drainage Act*, *Fisheries Act* and *Environmental Assessment Act*, along with practical experience applying this knowledge in the review of related development applications.
- Thorough knowledge of watershed management principles.
- Knowledge of the use of Geographic Information Systems (GIS), aerial photo interpretation & mapping.
- Excellent communication skills with staff and diverse stakeholder groups including the community, governments and agencies at a political and staff level.
- Previous supervisory experience leading, mentoring and coaching a team.
- Excellent project management and time management skills.
- Proficient in the use of Microsoft Office Suite, Teams, as well as other database and information management software.

## Compensation and Other Information

- Grade 9: \$53.22 to \$64.75 per hour;
- Full time, 35 hours per week;
- Comprehensive Group Benefits, Pension Plan (OMERS) and Vacation package;
- Free access to UTRCA Conservation Areas (Fanshawe, Pittock and Wildwood);

## Application Information

Qualified candidates are invited to apply by **Wednesday, July 10, 2024 at 11:59pm** to be considered for this opportunity. Please submit your cover letter and resume to the UTRCA, in confidence, via:

**Mail:** 1424 Clarke Road, London, ON, N5V 5B9

**E-mail:** [jobs@thamesriver.on.ca](mailto:jobs@thamesriver.on.ca)

**Please indicate the position title in the subject line of your email.** While we thank all applications for their interest in the position, only those applications selected for an interview will be contacted.

We are committed to providing a diverse, inclusive, and equitable work environment that is free from discrimination and fosters belonging. We encourage and welcome applications from qualified members of the four designated groups, and persons of any sexual orientation, gender identity, or gender expression.

Accommodation is available and will be provided in all aspects of the hiring process as required under the *Accessibility for Ontarians with Disabilities Act* (AODA), Integrated Accessibility Standards Regulation and as request by applicants. Should you require accommodation in making an application, please contact UTRCA by phone at 519-451-2800 or at the email address above.

Personal information collected in relation to the recruitment process is collected under the authority outlined in the *Conservation Authorities Act R.S.O. 1990, c. C.27, s. 18 (1)* and will be used to determine eligibility for employment. Questions about this collection of personal information should be directed to: General Manager, Upper Thames River Conservation Authority, 1424 Clarke Road, London, ON N5V 5B9, 519-451-2800.