



Senior Manager, Development Planning

Permanent, Full time

Conservation Halton was created to protect, restore and manage the natural resources in our watershed but we have grown to become so much more. Today, our purpose is to protect our communities and conserve our natural environment through planning, education and recreation and to support our partners in the creation of sustainable communities within our watershed. We also have a new strategic plan, Metamorphosis, which will empower us to embrace more innovative ideas and creative solutions, enable us to communicate and collaborate more effectively, create the capacity for us to form new partnerships within the community and position us to become leaders in conservation.

Want to be part of the transformation? We are looking to build our team with the kind of inspired, ambitious people that aren't satisfied with the status quo, that see the opportunity in every challenge, that are able to manage a project from start to finish, are driven by real, measurable results and thrive in a busy work environment. If you are looking to join an environmentally-focused, socially-conscious community organization, then we are looking for you!

Be part of something. Metamorphosis...

Your Opportunity

The Senior Manager is responsible for all plan review and permitting program management and delivery activities of the Planning and Regulations Department - work flow, information and file management. This is an exciting role with the opportunity to oversee a dynamic interdisciplinary team in the following areas of focus - ecology, water resources and coastal engineering, planning, regulations & permits. Experience in a municipality or the private sector would be considered a significant asset. As we enter year 2 of our Strategic Plan, the incumbent will play an important role in ensuring the departmental strategic initiatives are met.

- Provide direction, guidance and support to an interdisciplinary team involved in the permitting and plan review process
- Develop cross functional teams within Planning and Regulations
- Formulate, with Director, current and long-range programs, plans and policies for department programs
- Support innovation, advanced program delivery tools
- Create an engaging team environment
- Responsible for issue management and solution development
- Ensure consistency and quality in the implementation of policies and programs, professional delivery of services and continual improvement of the department
- Monitor progress towards meeting strategic objectives, initiatives, and activities in the corporate Strategic Plan and provide advice to the Director toward ensuring that the objectives of Strategic Plan are met
- Capitalize on revenue generation and cost saving opportunities
- Establish and maintain excellent working relationships with local, personal, federal and provincial agencies, developers, consultants, user groups and private interests
- Implement customer focus approach to program administration and delivery
- Set support service and communication standards and measurable metrics to assess effectiveness
- Undertake negotiations and facilitate conflict resolution
- Attend Conservation Halton meetings and other public meetings, as required

Planning Advisory

- Engage in a collaborative solutions-oriented approach to create comprehensive expert advice for proponents, municipality and other agencies
- Act as a subject matter expert to programs and effective delivery strategies
- Provide recommendations on an appropriate course of action to the Director where such decisions do not reflect CH requirements and/or policy
- Present to the Board of Directors as required
- Assist in the mediation and/or facilitation with proponent and technical experts to resolve complex or sensitive permit violations
- Act as the technical review team coordinator for the preparation of expert planning and technical teams' advice and opinions on behalf of CH at the Ontario Municipal Board, Mining and Lands Commissioner, or other tribunals

People

- Motivate, engage and support the team plan review & permitting teams
- Provide on-going guidance to the plan review and permitting team to find organizational synergy & develop annual work plans in conjunction to the Strategic Plan
- Identify staff development and training needs and works with the Director and HR to ensure that appropriate training is received
- Review and approve permit reports to the BOD and issue permits, letters of permission and compliance and restoration agreements that meet CH policies and guidelines

Business Planning and Financial Management

- Develop and administer an annual and long-range business plan for plan review and permitting programs
- Assist in the development and administration of the department budget
- Responsible for cost effective delivery of activities associated with plan review and permitting programs and services
- Provide recommendations to the Director for reducing or avoiding costs associated with legal representation for hearings and performing cost reduction research
- Monitor, assess, update and manage KPIs for initiatives and activities within the P & R department in collaboration with the Coordinators and Director
- Provide support and direction to other CH staff including managing technical staff activities and schedules and providing a one window approach for plan review and permitting to other divisions including Operations, Science and Partnerships, Marketing and Communications, and Engineering

Non-negotiables

- Ability to successfully present complex ideas to diverse groups
- Proven ability and experience coaching, inspiring and mentoring teams
- Excellent written and verbal communication and interpersonal skills
- Excellent strategic thinking, dispute resolution, problem solving, analytical, negotiation and organizational skills
- Ability to build positive relationships with a broad range of stakeholders, including individual landowners and their agents, external agencies, government agencies, the development community and the public at large
- Working knowledge of statutes and regulatory controls affecting land use planning and development, including the Conservation Authorities Act and Ontario Regulation 162/06, Planning Act, Provincial Policy Statement, Greenbelt Act and Greenbelt Plan, Places to Grow Act, Niagara Escarpment Plan, Environmental Assessment Act, and Greater Golden Horseshoe Growth Plan
- Working knowledge of the Provincial Offences Act, Trespass to Property Act, court and legal procedures, and compliance and enforcement principles and practices
- Knowledge of planning development processes, principles and implementing instruments



- Expert witness experience at the Ontario Municipal Board or Mining and Lands Commissioner hearings or other tribunals
- Graduate or Post-graduate education in geography, planning, ecology, environmental management or other related discipline
- Project management and implementation experience
- Registered Professional Planner designation and Membership in the Canadian Institute of Planners
- Formal training in dispute resolution/mediation
- Project management training
- Municipal and/or private sector experience considered a definite asset
- Experience developing, fostering and sustaining effective and positive relationships, both internal and external to the organization
- Minimum 5 years supervisory and management experience – leading, coaching & motivating teams

This Might NOT Be For You...

- If you require direction before acting
- You like to work on projects alone, or in isolation
- You struggle with conflict
- If you prefer to do things as you've always done them
- You prefer to clock in and out and enjoy a very comfortable work pace
- If you like to work reactively rather than proactively
- If you cannot prioritize numerous applications with tight timelines and you like to “get into the weeds”

Your Reward

- Starting at \$97,780 based on a 35 hour work week
- You will join the organization at one of the most exciting times in our 60 year history
- You will have the opportunity to work with a solutions-focused team, and to develop your skills
- You will work for an organization that places tremendous value on the professional and personal development of its employees
- At Conservation Halton, we offer a robust total rewards package, including:
 - competitive salary and annual opportunities for increases
 - comprehensive, employer-paid benefits package and EFAP access
 - participation in the OMERS defined benefit pension plan, with generous employer-matching
 - 35 hour work weeks
 - free access to Conservation Ontario parks
 - season passes and lift tickets for the Glen Eden ski hill
 - generous discounts on Conservation Halton services, food and merchandise

The role will be part of a strong, change-ready team who are looking forward to implementing our strategic plan. Our metamorphosis is now underway and we are looking for the right person.

Our Core Values

Be Respectful:	Respect one another, celebrate diversity, and embrace new ideas.
Be Adaptable:	Change is constant. Channel your passion, be innovative, and focus on results.
Be Collaborative:	Share your knowledge, listen to understand, and always communicate clearly.
Be Sustainable:	In everything you do, think conservation.
Be Accountable:	Uphold your integrity, demonstrate measurable progress, and strive for excellence.



To Apply

Please email your application to careers@hrca.on.ca by February 8, 2018 at 11:59pm

Your application should include:

1. A one page cover letter, and your resume in one pdf document
2. Reference your name and the position title in the subject line
3. In the body of your email, please indicate where you heard about this opportunity

We thank all applicants for their interest however only those selected for an interview will be contacted.

Conservation Halton is an equal opportunity employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code. Conservation Halton will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.