

Position Description

Position Title: Urban Planner

Position Summary

Urban Planners are responsible for undertaking a wide range of assignments on projects large and small in a variety of settings.

Responsibilities

Practice Area

- Under the guidance of the Project Leadership, work with multidisciplinary teams to advance complex projects;
- Under the guidance of the Project Leadership, support the analysis and summarization of policy documents, zoning-by-laws and background studies;
- Under the guidance of the Project Leadership, develop innovative policies, practices and outcomes;
- Under the guidance of the Project Leadership, support the preparation of reports, presentations, panels and other materials for communication with clients and project stakeholders;
- Work independently and exercise judgement on specific tasks to support the overall project team;
- Communicate clearly, professionally, and persuasively, both orally and in writing;
- Adapt and respond to a dynamic and fast-paced work environment;
- Quality control and troubleshooting of project work.

Project Management

- Under the guidance of Project Leadership advance small projects; support the advancement of complex projects as part of a multidisciplinary team;
- Support and, where required, lead meeting facilitation with clients and at community consultation events in conjunction with Project Leads. Oversee and support the presentation of concepts at client and public meetings;
- Under the guidance of Project Leadership contribute to the preparation and management of client contracts and budgets; oversight of budget utilization and project risk management. Support budget revisions, invoice management and finalization. Follow up with clients as requested with regards to invoicing and collections, highlighting with Project Leadership when there are concerns. In collaboration with Project Leadership, manage the scheduling and logistics for meetings and consultation events;
- Under the guidance of Project Leadership, conduct the scheduling and logistics for meetings and consultation events;
- Under the guidance of Project Leadership, support optimal resource allocation and utilization for project teams;
- Report back to Project Leadership any key issues or concerns regarding project processes, budgets and client or subconsultant relations;

Under the guidance of Project Leadership ensure that business development is updated as to the project status and that project marketing materials are up to date.

Leadership & Mentoring

- Support the onboarding of (buddy with) new Planners in collaboration with Project Teams.

Marketing and Business Development

- Under the guidance of the Project Leadership, participate in and support marketing and business development discussions and initiatives working closely with the Business Development team;
- Under the guidance of the Project Leadership, support the preparation of responses to RFP's; strongly consider how to structure the components of an RFP and team members.

Skills/ Qualifications/ Experience

Essential:	Desirable:
Bachelor's Degree in planning or a related field.	Master's Degree in planning or a related field.
Strong PowerPoint skills; a solid understanding of MS Office suite.	Membership in OPPI and CIP
Organized and detail orientated	Skills and experience in advanced data mapping, management and analysis.
Able to connect, engage and influence	Skills in other Adobe Creative Suite software (i.e. Photoshop, Illustrator)
Proven knowledge and experience working with GIS.	Fluency in French or Mandarin.
Demonstrated strong knowledge of and experience in applying planning policy and regulations in Ontario, including the Provincial Policy Statement, the Growth Plan, official plans and zoning by-laws.	Basic skills in Adobe InDesign
The ability and willingness to travel outside of Toronto <ul style="list-style-type: none"> • A valid G driver's license • A valid passport 	

Note: This position description is intended to describe the general nature and level of work being performed. It is not an exhaustive list of all responsibilities, duties or skills required, and the employee may be required to perform other duties (that they are skilled to perform) as requested.