

Position Title: Sr. Associate, Urban Planner

Job Description:

Urban Planners are responsible for working with Urban Strategies' team of Urban Designers and Urban Planners to undertake a wide range of assignments on projects large and small in a variety of settings.

Responsibilities:

Practice Area

- Lead and manage multidisciplinary teams to advance a complex project(s) with support from a Partner or Principal;
- Lead the analysis and summarization of policy documents, zoning-by-laws and background studies;
- Oversee proposal and report writing within area of expertise (Design, Planning or Hybrid focus), including conceptual design in collaboration with Partner or Principal;
- Serve as a primary client manager for selected clients and maintain senior client relationships with all clients within project scope;
- Lead the preparation of reports, presentations, panels and other materials for communication with clients and project stakeholders in collaboration with Partner or Principal;
- Lead the work of project team members and sub-consultants;
- Lead the development and administration of work plans, schedules and budgets to advance projects;
- Lead, mentor and oversee junior staff in the production of graphics, written reports, document layout and other materials.
- In collaboration with the Design Partner or Principal, lead the production of hand and computer-generated presentation drawings or computer models; layout, drafting, graphic and technical refinement of plans and concepts at a variety of scales;
- 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

- Lead and oversee meeting presentation and facilitation with clients and at consultation events in conjunction with Project Leads;
- Lead the presentation of concepts at client and public meetings;
- Lead the preparation and management of client contracts and budgets; oversight of budget utilization and project risk management;
- Lead WIP and write-off management, budget revisions, invoice management and finalization;
- Lead the scheduling and logistics for meetings and consultation events;
- Support optimal resource allocation and utilization for project teams;
- Communicate back to Partner and/or Principal any key issues or concerns regarding project processes, budgets and client or subconsultant relations;
- Ensure the full team, including business development, is updated as to the project status.

Leadership & Mentoring

- Mentor and lead other team members in the production of proposal and report writing, including conceptual directions, design guidelines and other narratives describing the vision and intent of a project. In collaboration with the Partner or Principal lead proposal, report and PowerPoint revisions and editing;
- Lead the direction, mentoring and management of multidisciplinary teams to advance a complex project(s) with support from a Partner or Principal;
- Facilitate internal training sessions (Academy Sessions) as required;
- Work independently and exercise judgement on specific tasks and work collaboratively within multidisciplinary teams to advance complex projects.

Marketing and Business Development

- Attend and present at conferences as a representative of Urban Strategies Inc.;
- Actively lead the preparation of responses to RFP's and strongly consider how to structure the components of an RFP and the team members;
- Promote Urban Strategies through participation in industry media and events;
- Contribute to Urban Strategies profile through active participation in professional associations as well as fostering client relationship as a trusted representative of the firm.

Qualifications:

Essential:

- 5+ years experience of relevant experience.
- Bachelor's Degree in planning or a related field.
- Strong PowerPoint skills; a solid understanding of MS Office suite.
- 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.
- Able to connect, engage and influence
- Organized and detail orientated
- Proven knowledge and/or experience working with GIS

Desirable:

- Master's Degree in planning or a related field.
- Membership in OPPI and CIP
- Basic skills in Adobe InDesign
- Skills in other Adobe Creative Suite software (i.e. Photoshop, Illustrator)
- Skills and experience in advances data mapping, management and analysis.
- Fluency in French or Mandarin.

Please send your application, including a resume and cover letter to jricci@urbanstrategies.com

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.