

**EMPLOYMENT OPPORTUNITY
MANAGER OF PLANNING & DEVELOPMENT**



The City of Iqaluit is looking for a full time Manager of Planning and Development. If you are a motivated, well-organized registered planner with excellent interpersonal skills and an interest in applying creative solutions to planning issues in a dynamic community, please consider this opportunity.

Unique Arctic Capital

Iqaluit is Canada's smallest capital City and is experiencing a period of rapid development and population growth. As the largest community in Nunavut, Iqaluit is a growing community, unique in its role as a major business, transportation, administrative, health and education centre. Similar to other municipalities in Nunavut, Iqaluit is also a major land owner, responsible for the administration and development of municipal lands, which further creates a unique planning context.

Position Overview

Reporting to the Chief Administrative Officer, the Manager of Planning and Development is responsible for land-use planning, policy & regulations, development approvals, land development, and the administration of municipal lands and all land transactions. The successful candidate will also oversee the efficient management of the department's capital and operating budget, departmental staff, currently consisting of a City Planner and Lands Administrator.

Qualifications, Education, and Experience:

- A Masters in Urban Planning or related field;
- Membership in the Canadian Institute of Planners (MCIP);
- Minimum 8 years' experience in a planning environment, with a minimum of 3 years' management experience;
- Equivalencies that include a combination of education, skills and experience may be considered;
- Considerable experience with development and subdivision approvals is essential.

Skills:

- Ability to manage and prioritize a wide range of projects in a fast-paced work environment;
- Possess an aptitude for resolving complex challenges with tact and accuracy, and with a high degree of independence;
- Excellent verbal and written communication skills with a proficiency in Microsoft Office Suite;
- Excellent interpersonal skills, customer service, and ability to work well with others and foster and maintain effective working relationships;
- Enjoy working in a multi-cultural environment;
- Thorough understanding of documents and procedures regarding development permits, zoning enforcement, land administration and long range planning.
- Familiarity of planning in the Nunavut context and related Territorial legislation and policies is an asset.

Responsibilities:

- Manages the administration, implementation and daily operation of land use planning and land administration activities carried out by the municipality;
- Acts as Development Officer, and oversees and conducts the review of development applications, including research and analysis, preparing reports, policy recommendations, and document updates for a broad range of community planning issues;

- Manages City-led land development projects from concept planning to construction, including adoption of Development Schemes, General Plan & Zoning By-law amendments, subdivision, the leasing of Municipal Land, detailed engineering design, and construction;
- Ensures the preparation, adoption and enforcement of the City's General Plan, Zoning By-law, and Land Administration By-law and related documents and studies;
- Undertakes consultations and seeks input on planning projects and future needs with the community, municipal administration, industry representatives and government agencies;
- Maintains strong working relationships with various levels of government – Federal & Territorial and with the development industry;
- Responsible for the strategic preparation, implementation and monitoring of the budget for the Planning and Development Department on both an annual and long term basis;
- Provides leadership and oversight of Departmental staff, consultants and contractors as required;

As per Article 23 of the Nunavut Agreement, priority will be given to Nunavut Inuit who meet the criteria.

Please Note: Testing may be conducted as a component of the selection process to assess technical and job specific knowledge.

The salary will be commensurate with qualifications and experience. The City of Iqaluit also offers an excellent benefits package.

Closing Date: Open until filled.

Reference #: PLAN-MPD-1117

Please submit your resume and qualifications to:

Human Resources
P.O. Box 460
Iqaluit, Nunavut X0A 0H0
Fax: (867) 979-5210
hr@city.iqaluit.nu.ca

We will only contact those invited for an interview.

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