

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

Senior Planner, Policy & Housing

Requisition ID:	142575
Department:	City Development
Classification:	1 Full-time, Contract
Affiliation:	Non-Union
Vacancy Reason:	Existing
Shift/Hours:	Monday to Friday, 8:30 am to 4:30 pm, 35 hours per week
Salary Range:	\$88,925.20 to \$98,807.80 annually (2024 rates of pay)
Work Location:	City Hall, One the Esplanade South, Pickering, ON (Hybrid Remote)
Date Posted:	Friday, February 14, 2025
Deadline to Apply:	Sunday, March 23, 2025

Job Summary

The City of Pickering is seeking a dedicated and motivated individual to join our team in the role of Senior Planner, Policy & Housing.

The successful incumbent is responsible for leading initiatives, conducting background studies, research, data analysis, preparation and presentation of reports to Council or Committees of Council on a wide variety of land use planning policy matters including policies, programs and funding opportunities, related to the implementation of the City's Housing Strategy and Action Plan, with particular emphasis on affordable housing.

Primary Responsibilities

- Prepares reports to Council or Committees of Council on a wide variety of municipal policy matters including housing affordability, the Annual Housing Monitoring Report, Strategic Growth Areas Monitoring Report, Annual 20-year Detailed Population Forecast Report, and updates to the Pickering Official Plan, the City's Housing Action Plan, and Pickering's Housing Profile.
- Operates and maintains an "Office of Housing Affordability" function that offers expert advice and resources on all available programs, grants and other funding opportunities, from all levels of government, that can assist developers/builders in developing affordable housing in the City.
- Reviews and formulates comments on all development proposals to the City involving residential uses, through a housing affordability lens.
- Collaborates with department staff and other City departments, developers, public agencies and non-profit housing providers in identifying affordable housing requirements and opportunities to pursue through planned development.
- Undertakes necessary research, analyses and consultation, including public consultation in support of the implementation of the City's Housing Strategy and Action Plan, and in accordance with Corporate Policy and the Planning Act.
- Makes presentations to Council, Committees of Council, the public, interest groups, and others on matters related to the City's Housing Strategy, housing policies, affordability and delivery.

Additional secondary responsibilities may apply and will be outlined in the Job Description, which will be provided to candidates selected for an interview.

Education and Experience

- Successful completion of a University Degree in Urban Planning. Additional courses in social housing and/or housing affordability are an asset.
- Five years' experience in planning policy formulation and implementation, preferably in a municipal or public sector environment, with particular emphasis on policy, special studies, and housing.
- Possession of a valid Class "G" Ontario Driver's Licence is an asset. A clean driving record is preferred, along with consent for a driver's abstracts through the Ministry of Transportation.
- Eligibility or membership in the Ontario Professional Planners Institute and Canadian Institute of Planners is an asset.

Knowledge, Skills and Abilities

- Knowledge of public housing legislation, including the regulations and legislation concerning the construction, maintenance and allocation of public housing, and the ability to analyze and interpret legislation in order to inform municipal strategies, initiatives and decisions regarding housing affordability.
- Knowledge of the levels of government and community agencies, and the services they provide, in relation to affordable housing and social policy, including community planning and affordable housing policies, practices, and procedures in a municipal setting.
- Knowledge of planning legislation, provincial plans and policy, as well as official plans, and zoning by-laws.
- Knowledge of the real estate market, including trends concerning the buying, selling, or renting of property, including the land and buildings; and the categories of residential properties which such properties are traded in, would be an asset.
- Familiarity with governmental organizations' financial tools and procedures, in order to participate and contribute towards financial discussions and decisions aimed at optimizing affordable housing delivery in the City, would be an asset.
- Ability to synthesize and evaluate complex policy reports, development applications and supporting technical reports, and to convey complex or detailed information in a manner that is understandable to a variety of audiences.
- Ability to communicate in an effective, professional manner both verbally and in writing, with a broad range of audiences across diverse educational, social and cultural backgrounds.
- Ability to build and maintain effective working relationships with internal City departments and external stakeholders.
- Ability to exercise judgment in a rational and informed manner appropriate to the situation, obtain consensus, and resolve issues.
- Ability to work independently, and as a leader or member of a team, with minimal supervision.
- Ability to develop alternative solutions in response to a wide variety of development problems, within a dynamic, fast-paced, multi-stakeholder environment.
- Ability to conduct research, analysis, reason through complex issues and present information clearly and concisely.
- Ability to coordinate short term assignments and long-term projects which involve consultation with staff and external groups.
- Ability to represent the Corporation at the Ontario Land Tribunal and other functions.
- Strong interpersonal, organizational, analytical, problem solving, negotiation, communication (written and oral), report writing, project management and presentation skills.
- Demonstrated proficiency in the use of personal computers and Windows based computer applications.
- Must be prepared to undergo a Criminal Reference check as a condition of employment.

Qualified candidates may complete an **online application form** where you will be required to upload your resume and cover letter (PDFs only). We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and is used for the purpose of candidate selection.

The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or hr@pickering.ca.

Pickering: A complete, world-class city... inclusive, connected, caring and prosperous.

