

# Position Description



<b>Title:</b>	<b>Housing Initiative Planner/ Project Coordinator</b>
<b>Reports to:</b>	Director of Community Development
<b>Employee group:</b>	<input type="checkbox"/> NS <input type="checkbox"/> CUPE <input checked="" type="checkbox"/> Non-Union
<b>Department:</b>	Community Development
<b>Status:</b>	<input type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Summer <input checked="" type="checkbox"/> Term <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual

**Position Summary:** The Planner/Project Coordinator will be primarily responsible for the planning, coordination, and implementation of the Town of Bridgewater’s Housing Action Plan. The Planner/Project Coordinator will also be responsible for assisting with other related planning initiatives, as determined by the Director of Community Development. Current strategic initiatives of Town Council include the Community Energy Investment Plan, Bridgewater Business Park Expansion, Infrastructure Charges, and Energize Bridgewater. This role will also assist with the coordination of the 5-year review process of the Town’s Municipal Planning Strategy, Land Use By-law and Subdivision By-law.

**Responsibilities:**

**Planning / Project Coordination**

- Works in collaboration with other municipal staff to develop, coordinate, and implement the Town’s Housing Action Plan.
- Administrates newly developed programs, as outlined in the housing action plan
- Tracks project deliverables, monitors timelines, and reports on initiatives to Council and funders.
- Develops public education and advertising materials about the programs and initiatives of the Housing Action Plan to reach target audiences.
- Plans and attends public consultations and educational events, as well as meetings of the project advisory committees. Assists with meeting setup, delivery of presentations, and group facilitation.
- Assists with programmatic and policy alignment between the Town’s Housing Action Plan, the Municipal Planning Strategy Review process, and other Town policies, by-laws, programs and strategic initiatives.

- Works collaboratively with various stakeholders, including government agencies, community groups, developers, and residents, to ensure that housing initiatives align with the municipality's goals and objectives.
- Formulates, reviews, and recommends housing policies and strategies aimed at promoting affordable housing, improving housing quality, and fostering inclusive communities.
- Collects, analyzes, and interprets housing-related data to inform decision-making processes.
- Reviews and prepares requests for quotation/proposal, tenders, contracts, and agreements for required services.
- Monitors and evaluates the work of consultants.
- Performs other duties as assigned.

**Planner: Additional duties as assigned, including:**

- Prepares Municipal Planning Strategy, Land Use By-law, Subdivision By-law, Development Agreements and amendments to these documents, together with any related advisory reports, in consultation with Council, municipal, and provincial staff and the public.
- Carries out all procedures required by statute for the adoption, amendment and implementation of Municipal Planning Strategy, Land Use By-law, Subdivision By-law and Development Agreements.
- Monitors effectiveness of existing planning and environmental policies, business processes and regulation related to housing and makes recommendations for improvements as necessary.
- Coordinates the internal staff team and any related Advisory Committees of Council through the regular review process for the Town's Municipal Planning Strategy, Land Use By-law and Subdivision By-law.

**General**

- Prepares regular reports for Town Council, Advisory Committees of Council, management as required;
- Assists with grant writing and reporting.
- Purchases equipment, supplies and services according to Town of Bridgewater Purchasing and Tendering Policy 79.
- Represents the municipality as a team member, or independently, on environmental, sustainability, planning and/or community development matters.
- Attends, makes presentations and participates in discussions at meetings of Council, Committees of Council, and community groups.
- Participate in Emergency Management training, exercises, and activations of the Emergency Operations Center as needed
- Demonstrates a commitment to safety in the performance of all duties and tasks.

- Demonstrates a commitment to professional development by attending seminars, conferences, courses, and meetings which relate to position responsibilities, subject to approval.
- All other related duties as assigned.

**Supervision:** May occasionally supervise students, interns, and other short-term positions.

## STATEMENT OF QUALIFICATIONS

### Required Qualifications:

- Post-secondary degree in Planning, Community Design or a related field is required (master's level is a strong asset).
- A minimum of 5 years' relevant, progressive experience.
- Previous experience in municipal planning environment is a strong asset.
- Previous project management experience is a strong asset
- Knowledge of Nova Scotia's Municipal Government Act and related legislation and provincial policies.
- Suitable combination of education and experience may be considered.
- Eligibility to become a Licensed Professional Planner as per the NS Professional Planners Act is required.

### Certification:

- WHMIS First-Aid/CPR (employer will provide)
- EDI training an asset (anti-racism, 2SLGBTQIA+, First Nations Reconciliation) (employer will provide)
- Accessibility Training (Rick Hansen, for example) (employer will provide)
- PMP certification is an asset

### Skills:

- Communication – both verbal and written.
- Independence – being able to work without close supervision, manage your own time and projects, solve problems, and meet deadlines under pressure.
- Critical thinking – being able to evaluate your work and that of others, making judgments about the value of information and drawing conclusions from data.
- Contributing as a professional: working effectively as part of a team, presenting work to your peers, managing discussions, defending your position, and having the confidence to put forwards ideas to senior staff.
- Positivity – promotes a positive and productive work environment in the office.

### Personal Suitability:

- Detail oriented with a strong focus on accuracy
- Ethical conduct
- Initiative
- Responsibility and accountability
- Effective interpersonal relationships
- Reliability and dependability
- Judgement, tact, and discretion

- Adaptability and flexibility
- Honesty and integrity
- Confidentiality

**Terms and Conditions of Employment:**

- Non-union position – 3 Year Term,
- Operates out of the Town Hall main office (60 Pleasant Street)
- Regular hours are Monday to Friday 8:30 am to 4:30 pm (35 hours per week)
- Work outside of regular office hours may be required in order to meet operational demands.

<b>Approved by:</b>	_____
<b>Date:</b>	_____
<i>I have received and reviewed a copy of this job description:</i>	
<b>Employee Signature:</b>	_____
<b>Date:</b>	_____