

## **Senior Development Planner**

Reporting to the VP Construction Management Operations, duties include but are not limited to:

- Strategic communication with senior city staff on existing and future projects to ensure that applications are efficiently processed and that critical approval deadlines are met
- Serving as the point of contact with community stakeholders such as community associations and business improvement areas
- Participating in industry discussions at GOHBA, such as the Builder Developer Council
- Researching and analysing new development opportunities
- Commissioning and contract management of consultants
- Responsible for the coordination of consultants for the production of plans and reports required for the submission and approval of development applications, including applications for subdivision, site plan, condominium, etc.
- Liaising with municipal staff, neighbouring owners, and community organizations as necessary to advance development activities
- Assisting in the development of Condominium Documents and Disclosure Statements
- Confidently communicating with senior staff (both provincially and municipally)
- Establishing cost-sharing agreements for new infrastructure installations as required
- Directing and presenting material at public meetings as required

### **Desired Skills and Experience:**

- A minimum of 5 years of experience in a senior planning and development role for multi-residential and mixed-use projects in urban areas
- A related degree/certificate in planning or engineering
- Experience working with Official Plans, Zoning By-laws, Site Plan Agreements, Subdivision Agreements, Committee of Adjustment
- A high-level comprehension of plans (both legal and engineering)
- A comprehensive understanding of the approval process, sequence, and timelines
- A positive and productive relationship with city staff, officials and consultants
- Excellent organization, written and verbal communication skills, including report/letter writing, dealing with media and city officials.
- Excellent analytical and problem-solving skills
- Ability to manage and perform multiple tasks and responsibilities at the same time in a high-pressure environment

- Required software proficiency: Word, Excel, Outlook, Adobe Acrobat/Reader
- Valid Class G Driver's License and willingness to drive regularly to municipal and consultant offices for meetings and consultations

Interested candidates, email CV and cover letter, with the position you are applying for in the title, to: Adriana Aparicio, [aaparicio@ashcrofthomes.ca](mailto:aaparicio@ashcrofthomes.ca)