

Senior Development Planner

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

- Deliver on committed deadlines of the planning process
- Advocate on behalf of the owner with internal and external stakeholders to ensure collaboration and understanding of the projects' vision
- Responsible for the commissioning and 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.
- Creative problem solving for site plan approvals, zoning and permitting issues that may arise
- Manage all consultants involved in the submission and approval process during the site plan application phase
- 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
- Participating in city or community committees to influence decision making and pilot projects, if needed
- Strategic research and analysis of new development opportunities
- 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:

- Strong presentation skills that will advocate the owners position with external stakeholders
- A minimum of 5 years of experience in a senior planning and development role for multi-residential and mixed-use projects in urban areas
- An advanced business degree or a degree in planning or engineering
- Experience working with Official Plans, Zoning By-laws, Site Plan Agreements, Subdivision Agreements, Committee of Adjustment
- A can do attitude that will be measured by results

- 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: recruiting@ashcrofthomes.ca