



Senior Planner – Urban Design

Competition Number:	25/51
Posting Scope:	Internal / External
Posted Date:	March 4, 2025
Closing Date:	April 1, 2025, 4:30 PM PST
Department:	Planning and Development
Posting Type:	Continuous (Regular Full-Time)
Work schedule:	Monday to Friday (35 hour work week)
Salary:	\$ 61.37 per hour, Pay Grade 19
Job Code:	4198
Employee Group:	This is a CUPE Local 50 position
Number of Vacancies:	1

WORK FROM HOME

The successful candidate for this posting may be eligible for participation in a hybrid, work from home arrangement in alignment with the City's Work from Home Policy. Such arrangements are determined with each employee and subject to change based on operational needs and policy direction.

FLEX

The successful candidate for this vacancy would participate in a modified work week, earning a flex day off each bi-weekly period by working additional time each day. Modified work weeks established in accordance with the CUPE Local 50 Collective Agreement and are subject to change.

POSITION FUNCTION

Administer the design review process of the Planning Department and provide professional architectural and urban design services.

KEY DUTIES

Review, approve or reject, or forward development permit, sign and awning applications to Advisory Design Panel; establish procedural guideline for ADP meetings; establish and approve agenda and minutes; attend Design Panel meetings and make presentations prepare reports and correspondence explaining recommendations to applicants, Board of Variance, various departments and committees; review plans at building permit stage to ensure the approved performance and quality of design standards are met.

Represent the department at various meetings including neighbourhood and professional groups and Committee of the Whole to make presentations and provide guidance and advice; act as architectural and urban design consultant for Council and internal departments; liaise with other sections on design issues.

Create architectural and urban design concepts and presentation materials for the development of City owned property and other special projects; provide urban design information to the media.

Respond to enquiries by providing information, advice, direction and interpretation of development permit policies, procedures, and requirements; provide professional advice on building design and site development to building owners and their representatives.

Ensure accuracy of the Official Community Plan Schedule B (Development Permit Areas).

Coordinate and monitor the work of consultants as required.

Perform related duties where qualified.

INDEPENDENCE

Work is generated by Design Panel applications and referrals or assigned by supervisor.

Work is reviewed through discussions with supervisor.

Issues such as controversial design recommendations are referred to supervisor with recommendations.

WORKING CONDITIONS

Physical Effort:

Lift and move heavy presentation materials. (rare)

Work in awkward position at a drafting table. (occasional)

Mental Effort:

Short periods of intense concentration while preparing reports, recommendations, and design concepts. (frequent)

Meet multiple deadlines. (frequent)

Deal with complaints and negative comments. (rare)

Visual/Auditory Effort:

Focus on a variety of source data, small print or details for short periods while sketching, reviewing applications, or preparing reports. (frequent)

Work Environment:

Office.

Required to work irregular hours.

KEY SKILLS AND ABILITIES

Organize and prioritize work.

Read, interpret, and visualize urban design concepts, plans and drawings.

Create drawings and sketches using manual drafting techniques and graphics.

Compose and present recommendations and concepts to council and the public.

Establish and maintain effective working relationships.

Deal with applicants and consultants with tact and diplomacy.

QUALIFICATIONS

Formal Education, Training and Occupational Certification:

University undergraduate degree in Urban Planning. (4 years)

University graduate degree in Architecture. (3 years)

Eligible for membership in the Canadian Institute of Planning.

Eligible for membership in the Royal Architecture Institute of Canada.

Experience:

4 years of related experience.

or an equivalent combination of education and experience.

OTHER:

May be requested to substitute in a more senior position.

To apply for this opportunity, you will need to create an online profile or log back into our career portal at www.victoria.ca/jobs - only online submissions will be considered. All applications must be submitted online by 4:30 pm on the closing date noted on the posting. Please be prepared to provide proof of qualifications as outlined in your resume.

The City of Victoria is committed to integrating equity, diversity, inclusion, and accessibility into our programs, policies, spaces, and services. Our goal is to cultivate a diverse and inclusive workforce that reflects the community we serve and aim to become. Individuals who are Indigenous, racialized, immigrants, persons with disabilities, 2SLGBTQIA+, or facing any additional barriers are encouraged to apply. Accommodations will be available upon request throughout the application and selection process.

If you require assistance, please email us at careers@victoria.ca.