



Katzie First Nation's Lands and Civil Service Team is in search of a **Planner**. Reporting to the Lands Manager, the Planner will apply their knowledge of community and regional planning to forge the future of the Nation's land development.

The responsibilities of this role are to perform a variety of professional and technical level duties in the field of current and long-range planning; and to provide information and assistance to developers, the business community, KFN members and public on planning, zoning, land use, permits and development related matters.

DUTIES AND RESPONSIBILITIES

- Participates in the development and review of current and future planning policies, laws, procedures, and additional Land Management frameworks.
- Reviews development applications.
- Planning policy and zoning development interpretation/administration for KFN senior staff, exclusive and non-exclusive interest holders and land development clients.
- Assist in research and development of planning studies and development applications.
- Act as a liaison between clients, directors, and departments
- Assist in the preparation of proposals and other business development activities.
- Evaluates alternatives and conformance with KFN Land Code laws; prepares and presents staff reports regarding such applications.
- Reviews, evaluates, and makes recommendations regarding rezoning, land use amendments and development applications.
- Ensures compliance of applications with current and future KFN policies, laws, and external agency requirements as it pertains to lands.
- Reviews and advises on permit applications.
- Manages external consultants such as engineers, architects, environmental specialists and building inspectors supporting review of permit applications.
- Work directly with proponents and advises lands manager and CAO and C&C when directed on permit application components.
- Responds to general queries with respect to KFN land use planning issues.
- Conducts planning research, including preparing reports for capital projects.
- Assists in the preparation of conceptual development plans of KFN capital projects.
- Prepares related reports, project specifications, schedules, and cost estimates.
- Assists the senior staff in the preparation of long range and current planning policies, laws, amendments, and reports.
- Builds strong working relationships with KFN internal departments, and local government municipalities as directed by senior staff.
- Represents KFN from time to time on regional planning related committees; Liaises with residents, consultants, government agencies, and the public on related planning queries.
- Prepares Public Consultation Materials and facilitates community participation in the planning process.
- Reviews and conducts site visits field inspections including reviewing and monitoring inspection reports.



KNOWLEDGE AND SKILLS

- University degree in Community and Regional Planning or other related discipline.
- Membership or eligibility for membership in the Planning Institute of British Columbia is considered an asset.
- Practiced knowledge and subject matter expertise of planning and urban design.
- Working knowledge of zoning and land-use planning and regulations, land development economics, public space planning, and urban design principles.
- Further knowledge of community planning topics, including housing, public space, transportation, retail, social and cultural planning, is considered beneficial.
- Sound knowledge of policy analysis and development techniques, and standard research methods and techniques, as well as current trends in municipal planning.
- Experienced in working with consultants on developing policies and procedures including legal representatives, consulting firms and public sector staff.
- Outstanding interpersonal, and communications skills (written and verbal), with the ability to effectively communicate with provincial government agencies, municipalities, private developers, special interest groups, organizations, and institutions.
- Strong technical proficiency in Illustrator, InDesign, Sketch Up (3D Software), and Microsoft Office Suite.
- Sound knowledge and experience with GIS and mapping, including ArcGIS.
- First-hand knowledge and experience of First Nations culture and history is a strong asset.
- Excellent research, analytical skills, that complement the ability to think strategically, and burgeoning project management capability.
- Ability to work independently and collaboratively in teams, and with the public, to complete assignments using sound professional techniques and judgment.
- Proven ability to self-manage workload and meet time demands.
- Ability to deal tactfully with political issues and present professional recommendations and advice.
- Open to and ability to travel.

OTHER REQUIREMENTS

- Must have a Valid Class 5 Driver's License, Driver's Abstract, and a reliable and safe vehicle.
- Applicants for this position will be subject to the completion of a Criminal Record Check.

Application Deadline: Until filled.

Expected Start Date: Immediate

Job Type: Full-time, Permanent

Salary: \$75k to \$82k Annual

How to apply:

Please apply by emailing your cover letter and resume to Katzie First Nation Human Resources at careers@katzie.ca and reference **Job Number: 2023016** in the subject line.