



**NOTICE:** Effective January 15th the OPS will be posting new job advertisements on the eCareers website daily. New job advertisements will be posted throughout the week, Monday through Friday. Please check the site regularly to see new opportunities available within the OPS.

Please note that the **job alert** function is temporarily unavailable. We are working on correcting the issue, but in the meantime, please check the website regularly for updated job posting details. We will post an updated message on the site when the job alert function is functional again.

## Job Specification

**Position Title:** MANAGER, COMMUNITY PLANNING & DEVELOPMENT  
**Job Code:** MCP - Resources Planning Mgt PM-21, PRP21  
**Job ID:** 18674

### Purpose of Position:

To coordinate and implement community planning and development programs and initiatives to meet the needs of the municipalities in the Region. To serve as the one window contact between the Government and the municipalities regarding planning initiatives. To supervise professional, administrative, and support staff delivering the programs.

### Duties/Responsibilities:

Under the direction of the Director, Eastern Region, the Manager is responsible for:

1. Coordinating and delivering community planning and development programs, and related initiatives, to the municipalities in the Region, using a `one-window` consultation approach, through a Regional staff that is results oriented and customer service focused. Provides direction to municipal planning specialists regarding community planning and development programs, policies, and issues.
2. Builds strong linkages in support of community planning and development service delivery, ensuring consultation processes and partnerships are developed and maintained within the Ministry, other ministries (e.g. MNDM, OMAFRA, MOE) having planning involvement at the municipal level, and gives advice to stakeholder organizations (e.g. Association of Municipalities of Ontario, Association of Municipal Clerks and Treasurers of Ontario) regarding municipal planning.
3. Manages the coordination and delivery of information to municipal clients on a broad range of initiatives and programs related to community planning and development to enhance municipalities. Works closely with Municipal Support Services Branch management to plan education/training strategies and delivery of training programs for municipal staff through community planning workshops and conferences.
4. Plans, develops and manages the units business plan, performance measures process and financial and human resources including: managing units budgets, reporting variances and identifying pressures, developing units work plans, hiring staff, providing leadership and training, determining performance standards, conducting performance reviews, determining necessary remedial action, recommending merits or formal discipline and responding to grievances and monitoring and reporting progress.
5. Liaises with the municipalities in the Region in order to deliver planning and development services to the municipalities, to serve as the "one-window" approach between the Ministry and the municipalities on planning initiatives, and to seek input from the municipalities and other provincial ministries on municipal planning issues. Utilizes the Regional Offices collective understanding of, and involvement with, the municipalities to provide feedback and advice to the Director on the potential impact of planning policy changes by MMAH, or the other ministries, on the municipalities in the Region. Represents the Ministry at the regional level on a number of interministerial and municipal committees related to planning initiatives.

### Knowledge:

Knowledge of land use planning principles, practices and techniques to provide advice and guidance to municipalities on community planning and development programs/issues. Knowledge of economic, social and geographic characteristics of the municipalities within the Region to adapt the Regions planning services meet the needs of each municipality, to provide knowledgeable input to the Division on local issues and trends, and to adapt appropriate training and educational tools for the clients. Knowledge of Ministrys policies, programs and legislative authorities (e.g. Planning Act, Ontario Planning and Development Act, Provincial Policy Statement) to manage the provision of community planning and

development programs to municipalities and other stakeholders. Knowledge of business planning practices, OPS Collective Agreements, and human resources policies in order to manage own staff, to implement performance measures, to manage financial resources, and to provide direction and leadership to subordinates. Position requires interpersonal and communication skills to be able to consult with and provide sound advice and information to municipalities, the public, other Ministries and the media on issues relating to the Ministry's regional programs and activities, both in writing and in oral presentations, including providing expert testimony before tribunals on planning applications, preparing briefing notes, and program proposals for presentation to the Director and the Assistant Deputy Minister. Organizational and analytical skills are required to examine complex policy problems, identify cause and effect relationships, and determine/recommend solutions. Planning skills are required to develop opportunities for continuous improvement, optimize resource allocations, and make process improvements. Office computer skills are required to communicate electronically, develop reports, and prepare confidential policy and program recommendations. Knowledge and ability to drive a motor vehicle is required as demonstrated by the possession of a valid class G drivers license.

**Judgement:**

Under the direction of the Regional Director, discretion and judgement are required to resolve complex problems encountered in meeting program objectives, requiring the position to work with the municipal clients to make adaptations to better meet their unique needs, and where policy adjustments may be necessary, to prepare recommendations for Head Office review/approval. Judgement is exercised in recommending ongoing improvements to current Ministry planning policies, the Regulations, and training programs to meet the changing needs of the stakeholders. Independent judgement is required in developing strategies, policies, procedures and priorities to improve the management of existing programs and their linkages with the municipalities. Due to the unique needs of each municipality, guidelines are minimal. Judgement is required in managing and motivating a staff of specialists involved in creative and innovative work. Judgement is required in coaching staff on the interpersonal relationships and the community planning aspects of their work with the municipalities and other ministries.

**Accountability - Programs:**

Accountable for the delivery to the municipalities in the Region of the Ministry's community planning and development programs and related initiatives. Accountable for making significant contributions to the formulation of program objectives, namely determining and recommending ways to adapt the programs to meet each municipality's unique situations.

**Accountability - Personnel:**

Manages eight professional staff

**Accountability - Finance & Material:**

Develops and controls the Unit's budget; controls allocation of resources to achieve performance targets.

**Accountability - Impact of Errors:**

The impact of decisions is such that errors in interpreting government policy, or in determining program implementation problems in dealings with the municipalities in the Region would jeopardize the Ministry's community planning programs, and would diminish any future interest by municipal governments in becoming involved with the Province in such undertakings. This would reduce the opportunities to improve living conditions in Ontario, and embarrass the Government.

**Contact - Internal:**

Frequent contact with Directors and senior managers across the Ministry to provide and seek policy and program implementation and program training advice and administrative guidance on delivering community planning and development initiatives to the municipalities in the Region. Frequent contact with senior managers in other ministries to verify their planning program objectives and relationships with the municipal sector to assist in program coordination and implementation.

**Contact - External:**

Regular contact with senior officials in municipalities, and in municipal associations to liaise, consult, and address potential concerns about implementing MMAH community planning and development policies, programs, and initiatives