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## Job Specification

**Position Title:** REGIONAL PLANNER  
**Job Code:** OPSEU - Community Planner 3, 12104  
**Job ID:** 21520

### Purpose of Position:

To provide land use, resource management, environmental assessment and Environmental Bill of Rights advice and input to region and district programs and projects and to participate on planning teams. To provide land use and policy interpretation. To provide customer service to internal and external clients.

### Duties/Responsibilities:

Job requires:

1. Reviewing land use and resource management policy documents, development proposals and environmental assessment documents from municipalities, industry, non-government organizations and individuals, by, obtaining and assessing input from ministry program specialists; identifying potential conflicts with provincial land use planning policy and ministry resource program objectives.
2. Providing and delivering land use planning, resource management planning, environmental assessment and environmental bill of rights advice, and training to project teams, staff within the region and district and to external agencies and clients.
3. Consulting with external agencies, groups and individuals on land use, resource management or environmental assessment projects/issues to explain ministry program interests/position on provincial policy and ministry resource management objectives within the northwest region.
4. Acquiring and providing land use planning data and information (e.g., natural resources values, land use direction) within the planners over-all role in regional planning projects (e.g. Renewable Energy Projects, Protected Areas Planning, land use planning), and making recommendations where warranted to ministry staff regarding the acquisition and maintenance of planning data and information.
5. Assisting with the development of revised or new planning policies and procedures by participating as a team member of multi-district and regional projects; monitoring the implementation of program and policy changes and reporting their effect on land use planning and resource management. Assisting districts with the development or revisions of various planning documents such as, signature site strategies, conservation reserve plans, etc .

Managers have the right to assign additional duties.

The incumbent shall, while in the workplace, conduct themselves in compliance with the Occupational Health and Safety Act and any workplace practices as directed by their immediate supervisor. The incumbent shall report any hazards of which they are aware to their immediate supervisor. Valid drivers license is required to travel within the region

### Knowledge:

Job requires knowledge of ministry land use planning and resource management planning processes; environmental assessment and environmental bill of rights policies, principles, processes and practices; application of relevant legislation to planning (e.g. Public Lands Act, Environmental Assessment Act, Provincial Parks and Conservation Reserves Act, etc), and Ontario Living Legacy strategic planning, Natural Area Plans, Crown Land Use Policy Atlas.

Requires knowledge of Ministry priorities to ensure client and regional planning decisions are in accordance with provincial land use planning policies and Ministry resource management objectives (e.g. Environmental Assessments, development proposals), by analyzing and reporting on technical reports (e.g. analyzing consultant reports, professional advice received, environmental impact studies from fisheries, wildlife, planning reports and social issues); advising proponents of Ministry position, recommending processes and actions (e.g. conditions of development) to avoid or mitigate negative impact of proposals and assisting clients in developing plans that conform to provincial policies and

Ministry objectives.

Job requires knowledge of computer software including word processing, spreadsheets and database packages in order to access information, conduct analysis of data and prepare reports and presentations.

Job requires knowledge of worker responsibilities as outlined in the Occupational Health and Safety Act.

**Staffing and Licensing Requirements:**

Valid driver`s licence.

**Skills:**

Job requires problem solving and analytical skills to analyze provincial policies, development proposals, resource management plans and regional/district projects by assessing, reviewing and interpreting same to determine conformity to provincial policies and Ministry program objectives; identify issues of non-compliance, land use conflicts, potential for negative impacts on natural heritage and non-renewable resources; synthesize and assess data and expert reports (e.g. biological, engineering) related to land use planning approvals (e.g. Environmental Assessment Act, Forest Management Planning, Water Management Planning), to identify and facilitate resolution of impacts on Ministry programs (e.g. fish, wildlife, species at risk, water); and to gather, synthesize, analyze and consolidate input from appropriate technical/professional staff in own and other Ministries to develop/recommend options on proposals (e.g. accept, reject, approve with modifications, mitigate negative impacts).

Job requires written communication skills to prepare Ministry planning documents and evaluations (e.g. land use plans, resource management plans and Environmental Assessments); prepare comments and reports (e.g. planning reports); make recommendations, amendments, modifications on external planning documents; draft briefing notes and Minister`s letters on regional planning issues; and to provide explanations and advice regarding Ministry planning legislation, policy and procedures to client groups and staff.

Job requires consultation, negotiations and conflict resolution skills to resolve land use related planning policy and operational issues; interpret and clarify provincial policy direction; and to negotiate and persuade parties with divergent points of view to reach consensus on complicated and sensitive issues (e.g. request for resource extraction in a remote tourism zone, building a recycling depot within a municipality on a large sensitive wetland).

Job requires oral communication skills to present and/or provide training on Ministry planning and environmental assessment issues/directions; discuss technical information; resource management planning advice, guidance and ideas to staff, external stakeholders and agencies; and to provide background information documents.

Job requires interpersonal skills to persuade, influence and reconcile diverse interests of agencies, non-government organizations, proponents and the public often having conflicting points of view to gain support for Ministry positions on planning issues (e.g. natural heritage areas and features, non-renewable resources); and to liaise with a network of Ministry, agency and municipal planners.

Job requires planning and coordinating skills to organize and implement land, resource use and development planning processes/projects by preparing terms of reference in conjunction with planning teams, ensuring involvement of stakeholder and proponents (i.e. other Ministry staff, private sector proponents); contacting and gathering input; organizing and conducting meetings and field investigations, bringing information and affected parties together to ensure issues and implications are addressed when developing conclusions and/or implementing plans; organizing and leading regional planning projects and processes; coordinating the work of contract/consultant agreements by preparing terms of reference in conjunction with head office or regional staff, schedules, organizing meetings and assigning tasks among project team members and participating stakeholders, in order to review, analyze and develop conclusions/options/recommendations on land use, resource management and environmental assessments planning projects; and to identify data and information requirements such as base/land use/zoning maps, resources information (e.g. forests, fish, wildlife, flora, special features) for District planning purposes and organizing ministry technical/professional staff for the collection, preparation, storage, and analysis of required resource and planning data/information for availability to interested stakeholders (e.g. Ministry staff, project teams, other Ministries, agencies, municipalities and private sector proponents).

**Freedom of Action:**

Job requires working within legislation, regulations, policies and procedures governing land use planning, resource management, and environmental assessment (e.g. Planning Act, Provincial Policy Statements, Environmental Bill of Rights) and recognized Ministry planning guidelines and processes (e.g. Our Sustainable Future, Field Environmental Planning Procedure).

Job requires making decisions to determine the type of data/information necessary (e.g. resource information, aggregate resource inventories, habitat inventories, social issues) for assessing a proposal

or plan; making recommendations to approve or deny land/resource use proposals.

Job requires determining strategies to achieve consensus among stakeholders (e.g. other ministries, municipalities, special interest groups and private sector proponents) when conducting land use/resource management planning projects, environmental assessments and providing input to plans of clients and public consultation processes.

Job requires discussing recommendations resulting from projects or input to plans of others, with supervisor/manager before circulating to senior managers or external stakeholders.

Job requires referring to the supervisor/manager, decisions on problems/issues such as precedent setting proposals/solutions or conflicting opinions between Ministries, and/or external clients (e.g. municipality, land/resource use proponent) which may result in issues which may potentially involve the Minister.