



Senior Planner (Lands and Resources)

About The Kwikwetlem First Nation

The Kwikwetlem community are proud downriver Halkomelem speaking Coast Salish people who descended from a tradition of Elders who were renowned as spirit and winter dancers, skilled canoe builders, and master sturgeon and salmon fishers. The Kwikwetlem people are guided by the teachings of their Elders to respect, care for, and protect their Nation, culture, and lands, waters, and resources for past, present, and future generations. Their culture and heritage are the legacy of their ancestors and are what defines and unites the Kwikwetlem people.

About the Opportunity

Kwikwetlem First Nation (KFN) has an exciting opportunity for a full-time Senior Planner to join their team in Coquitlam, BC.

Reporting directly to the Lands & Taxation Manager, this role will work in a variety of settings, some of which include community development, hazard mitigation, transportation, land development, land management and is responsible for managing complex studies, consultant proposals, and other professionals. In addition, this role will develop land use plans and programs that help create communities, accommodate population growth, and revitalize physical facilities.

The position is a hands-on role and will lead a wide variety of projects over time, from large master-plan projects to CCP updates.

Responsibilities will include, but are not limited to:

Planning skills/responsibilities:

- Provide technical assistance in preparing reports and presentations on a variety of topics, including recreation, environmental protection, transportation, emergency management, housing, and economic development
- Prepare and recommend land development concepts and plans for zoning, subdivisions, transportation, public utilities, community facilities, parks, agricultural and other land uses
- Highly proficient at reading, interpreting, and drafting regulations, policies, and Bylaws. Deep understanding of recent and relevant municipal, provincial, and federal policy program and initiatives.
- Expert at advancing strategic projects, seeking approvals, and establishing development strategies.

- Managing relationships, directing coordination, and interacting with outside agencies, clients, industry partners, and subconsultants.
- Negotiating with outside agencies, as required under direction from the Director
- Developing, maintaining, and adjusting project schedules (small to medium) and (large) projects, if required.
- Overall design review and analysis confirmation.
- Attending site visits and open houses and if required, chair open houses Complete review, evaluation, and finalization of basic technical writing.
- Preparation of proposals and establishing overall project budget (basic) and if required, provide advanced budgets
- Preparation, review, and approval of cost estimates (Planning).
- Managing and being responsible for project expenses, if required.
- Managing the general scope of legal agreements typically associated with development projects
- A fit with Nation's culture and organizational approach is paramount.
- Established network of contacts within the municipal, consultant and development communities
- LEED® Principles and practices
- Land Code knowledge

About the Ideal Candidate

Education & Experience:

- A degree, Masters, or Bachelors, in regional or urban planning, public administration or a related discipline, have knowledge of relevant provincial and municipal legislation, regulations, policies and programs, and over 5 years of experience in community planning practices, principles and procedures, land use planning and public participation processes. Education and background in Real Estate, Commerce, Urban Land Economics, Planning, Legal or Engineering
- Membership or eligibility for membership in the Planning Institute of British Columbia and the Canadian Institute of Planners is required.
- In-depth knowledge within one or more planning specialties, such as land use, Master / Community, transportation, economic, environmental, social, and Indigenous planning.
- Indigenous Community Planning is an asset

Technical Skills:

- Strong computer skills and proficiency in MS Office applications including, Excel, Outlook, and Word
- Able to create graphic designs, development strategies, and render site plans via sketches and/or computer graphics.

Leadership:

- Will take a leadership role on the project team, guiding, supervising, and mentoring others
- Able to work independently or in a team environment, with limited guidance or direction.
- Responsible for leading the execution of multiple projects, including leading internal and external teams in delivering successful projects, taking responsibility for the design, approval, and delivery, including financial viability of development projects
- Strategic thinker, able to attend to details while keeping big-picture goals in mind.

Engagement & Communication:

- Effective communication and interpersonal skills (both written and verbal) are required, along with demonstrable success in leading project teams to a common goal
- A deep understanding how social, political, and spatial systems impact urban design.
- Advanced verbal communication skills used to communicate strategic project objectives. Able to understand, interpret and translate complex and / or technical concepts and ideas through written and verbal communication tools.
- Lead public engagement activities, including being the public interface for the Nation with the community
- Able to manage, direct and facilitate a variety of forms of community consultation.
- Decolonizing planning practices
- Your approach is collaborative; a team player who possesses a strong work ethic and acts as a role model for others
- You are self-managed, goal oriented and finish what you start.
- Excellent organizational, time management and problem-solving skills with ability to coordinate and set priorities to meet deadlines while dealing with conflicting demands and changing priorities
- Excellent verbal and written communication skills to produce reports and deliver effective presentations
- Valid BC Driver's License with a reliable vehicle and appropriate insurance
- Able to travel to attend conferences or business meetings from time to time

About the Rewards

In exchange for your hard work and dedication, you will be rewarded with a competitive salary based on your experience. After successfully completing the first three months of employment, you will be eligible for a comprehensive employee benefits package that includes:

- Extended Health, Dental, Vision benefits, Short-Term, Long-Term and Life Insurance
- Family and Employee Assistance Program
- Registered Pension plan with an employer match

This is a great opportunity to contribute at an exciting time of growth and change within the Kwikwetlem Nation, and to be a part of a team that creates a place that supports growth and promotes the values of the Kwikwetlem people.

If this opportunity matches your values, education, and experience, please send a cover letter indicating your salary expectations and resume to hr@kwikwetlem.com.

We thank all applicants for their interest however only short-listed candidates will be contacted