

# The District Municipality of Muskoka is currently recruiting for a Planning Policy and Programming Coordinator



The District of Muskoka is seeking a temporary full time Planning Policy and Programming Coordinator to join our Community and Planning Services team for up to eight (8) months. The contract is currently approved for an eight-month term with the option to renew for another four (4) months.

Reporting to the Director, Planning, this position is responsible for working collaboratively with other District departments, Area Municipalities, consultants and various stakeholder groups. The Planning Policy and Programming Coordinator is expected to perform the assigned planning and environmental functions and services under minimum of supervision either individually or in a team process and will be primarily responsible for delivering project-based outcomes.

The Planning Policy and Programming Coordinator is responsible for, but not limited to:

- Undertake planning, environmental, or corporate projects, primarily those related to the Muskoka Official Plan, which may be carried out with partners such as Area Municipalities, the Province, consultants, non-government organizations or community groups.
- Independently develop and implement project work plans, including the procurement and management of consultants, with input and direction from Management and in accordance with District policies and procedures
- Build consensus, foster collaboration and work with all project partners to achieve successful project delivery and outcomes, including leveraging internal and external relationships.
- Research, compile and present information, which will provide expertise, advice and support to Council, Committee and others on project plans and priorities.
- Assist in securing and administering funding for related programs and activities.
- Implement project outcomes and recommendations, including policy analysis and update, changes to processes, and pilot initiatives.
- Throughout the project lifecycle, ensure appropriate internal and external communication to promote understanding and buy-in for the project purpose and outcomes.
- Provide advice to Committees, Councils, Senior Management, other groups or the public with respect to planning or environmental legislation, policy or implementation instruments.
- Participate in inter-municipal or corporate teams or work groups, as assigned and represent the District in a variety of settings.
- Provide evidence before quasi-judicial or judicial tribunals if needed.
- Work safely and in compliance with relevant statutes and regulations and within the safe work procedures and directives as established by the District.

## Why the District of Muskoka?

Muskoka is a great place to live and play! We are a four-season municipality that offers a balance between family life and work. We are built around supportive and caring communities that are always growing, with wonderful schools and facilities. [Watch our video](#) to learn more!

As the Upper Tier Regional Municipality, we partner with the six Area Municipalities to work together through sound governance, managing the legacy of a healthy Muskoka by protecting the natural environment, driving a vibrant economy and enhancing the inclusiveness of our caring community.



## What you will bring to us

We would expect that your strengths will include ingenuity, creativity and strong communication, interpersonal, analytical, and organizational skills. A solid understanding and technical expertise of legislation, policy and implementation instruments is required, as well as the ability to speak publicly and articulately and make recommendations on complex and sensitive issues in an impartial and authoritative manner while balancing multiple competing interests.

On the practical side you will hold a degree in Urban and Regional Planning, Environmental Studies, Geography or a related field, an emphasis on rural planning or environmental/resource management would be an asset. You will also bring a minimum of four (4) years' related experience in progressively responsible roles, preferably from within the municipal or non-profit sector and with project-based work.

## What we Offer

The District offers a competitive salary package. We foster a professional, friendly and supportive team atmosphere and continuously strive to provide a working environment where the best people want to work. We have a strong focus on health & wellness, as well as community involvement - the people who work at the District are passionate about the community that they live in! The District is committed to creating and promoting diversity, accessibility and inclusion in the workplace.

The hourly wage for this unionized job is \$39.10 - \$42.20 per hour.

## How to Apply



If you have the necessary skills, experience and qualifications, and can support our Vision and Values of RISE (Respect and Integrity, Innovative Leadership, Synergy and Experiences), please review the “**How to Apply**” instructions on our Website and then submit your application:

[www.muskoka.on.ca/careers](http://www.muskoka.on.ca/careers)

Once you have reviewed the instructions, please click on the “**Apply Now**” link, next to the posting, to submit your application in the specified format. If an “Apply Now” link does not exist, we are no longer accepting applications to the posting.

**POSTING CLOSING DATE: Friday December 11, 2020 @ 12:00 NOON**

The District Municipality of Muskoka is committed to employment equity and diversity in the workplace and welcomes applications from women, racially visible individuals, people with disabilities, Indigenous peoples, and LGBTQ+ persons.

Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the *Accessibility for Ontarians with Disabilities Act*. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the Human Resources Department