



**WESTBANK
FIRST NATION**

Community. Leadership. Pride.

WESTBANK FIRST NATION Employment Opportunity

THE FOLLOWING POSITION IS AVAILABLE WITHIN WESTBANK FIRST NATION. IN ACCORDANCE WITH SECTION 20.1 OF THE WFN CONSTITUTION AND SECTION 3.1 OF THE WFN PERSONNEL POLICY, PREFERENCE WILL BE GIVEN TO QUALIFIED WFN MEMBERS WHO APPLY FOR THIS POSITION.

TITLE: Planner II
MINIMUM SALARY: Commensurate with experience
DEPARTMENT: Development Services - Planning
TERM: Full-Time

POSITION SUMMARY:

The Planner II performs a variety of intermediate level professional and technical duties and is responsible for the administration, development, and implementation of land use policy and laws and for a wide variety of current and long range planning assignments.

DUTIES AND RESPONSIBILITIES:

- Provides information and assistance to developers, the business community, WFN members, and public on planning, zoning, land use, permits, and development related matters
- Reviews development applications and referrals, responds to public enquires, conducts research, and prepares and presents reports to Council
- Liaises with external agencies and engages in a broad spectrum of community planning initiatives ranging from housing, land use, transportation, and urban design
- Reviews applications for residential, commercial, and industrial developments
- Evaluates alternatives and conformance with WFN laws; prepares and presents staff reports regarding such applications
- Reviews, evaluates, and makes recommendations regarding rezoning, land use amendments, and development applications
- Evaluates applications for Community Plan amendments and Neighbourhood Plan applications
- Ensures compliance of applications with WFN policies, laws, and external agency requirements
- Responds to general queries with respect to WFN land use planning issues
- Develops terms of reference, reviews and recommends consultants, and monitors the provision of contract service
- Conducts planning research including preparing reports for capital projects
- Assists in the preparation of conceptual development plans of WFN capital projects
- Prepares related reports, project specifications, schedules, and cost estimates
- Prepares long range and current planning policies, laws, amendments, and reports independently and in conjunction within the Senior Planner
- Builds strong working relationships with WFN internal departments and local government municipalities
- Represents Westbank First Nation 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 public participation in the planning process
- Reviews and conducts site visits field inspections including reviewing and monitoring inspection reports
- Establishes and maintains effective working relationships with co-workers, the public, developers, and other WFN staff and stakeholders
- Participates in the development and review of new and current planning policies
- Performs other duties and responsibilities in accordance with the Westbank First Nation laws, policies, standards, and procedures and as assigned by the Senior Planner
- Maintains confidentiality on all matters relating to the affairs of WFN

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- Planning degree at the Bachelor's or Master's level or a degree in a related field
- Membership or eligibility for membership in the Canadian Institute of Planners is preferred
- Public Participation Training Certification (iap2) from the International Association for Public Participation
- 7 – 10 years planning experience preferably in a local government setting or equivalent
- Experience in transportation planning and processing applications of varying complexity
- Previous experience working in a diversified planning background preferably in a Local Government
- Experience with a variety of computer software programs such as the AutoCAD, Microsoft Office, ESRI Arcview (Version 10.0)
- Excellent research, analytical, interpersonal, and team-oriented skills
- Strong problem solving and project/time management skills
- Outstanding verbal and written communication including demonstrated public relations and presentation skills

- Strong commitment to customer service
- Ability to manage and address multiple assignments while adapting to fluctuating workloads and deadlines
- Comprehensive knowledge of the principles and practices of urban planning and design, and proficiency in computer and GIS applications
- Sound knowledge of applicable WFN, municipal, provincial and federal legislation
- Ability to work independently and in a team environment
- Valid B.C. Driver's License and acceptable driving abstract

A competitive salary and benefits package is offered. Further information can be obtained at www.wfn.ca by navigating to the Human Resources page (*Departments>Human Resources*) or by visiting the *Employment Opportunities* tab located in the top right hand corner of the homepage.

Interested applicants should email an [application form, cover letter, and resume](#) by **Friday, July 28, 2017**. **Please reference #17-8 and indicate clearly in your covering letter where you saw this posting and how your experience and qualifications meet the requirements of the position.**

Incomplete and/or late submissions will not be accepted

Recruitment/Training & Development Coordinator
Westbank First Nation
301-515 Hwy 97 South, Kelowna, BC V1Z 3J2
Fax: (250) 769-4377
Email: careers@wfn.ca