



Position Title: Regional Planning Technical Assistant

Position Status: Full-Time Temporary (4 months, not to last later than December 31, 2025)

Department: Regional Planning & Housing Services

Employee Group: Teamsters Local 31

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: PG T14 \$2,056.83 - \$2,410.63 bi-weekly

Our Regional Planning & Housing Services Department is seeking a Regional Planning Technical Assistant to support a variety of projects related to agricultural and environmental planning, and regional growth. Key tasks may include: working with Census data, collecting and organizing data into tables and charts, creating reports using existing processes/templates, reviewing and summarizing municipal planning policies, performing literature reviews, researching and compiling best practice case studies, and reviewing Regional Context Statements and/or Regional Growth Strategy amendments.

You are: experienced working with Census data and enjoy collecting and analyzing data to draw out key findings to support planning objectives. You are familiar with general planning principles and able to scan and understand local government policies and documents to pull out relevant information. You are detail-oriented and able to work independently to carry out tasks.

This role:

- Researches, collects, analyzes and reports to a superior on specific aspects of assigned projects; conducts and prepares reports on non-complex research topics.
- Assembles a variety of data from available sources to assist professional staff in their reply to specific requests for information and in their preparation of reports dealing with specified activities.
- Provides a variety of detailed technical information and assistance to the public and other municipal staff on matters related to the work performed; refers more complex or specialized inquiries to other staff.
- Performs related work as required.

To be successful, you have:



- Completion of the 12th school grade supplemented by post-secondary courses related to the work plus some work experience.
- Working knowledge of research methods, techniques and practices applicable to the field of research.
- Ability to research and analyze various factors relative to assigned projects.
- Ability to prepare non-complex research reports.
- Ability to provide information and assistance to a variety of internal and external contacts.
- Driver's Licence for the Province of British Columbia.

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

Metro Vancouver employees proudly serve the region and demonstrate the behaviours and attributes of six leadership competencies: Accountability, Adaptability, Building and Nurturing Relationships, Communication, Continuous Learning, and Strategic Thinking and Action.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact careers@metrovancover.org for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by May 21, 2025.