

DIRECTOR OF COMMUNITY PLANNING

POSITION SUMMARY

Provides strategic oversight and guidance in ensuring the effective and efficient delivery of programs and services provided by the Oxford County Community Planning department. As a member of the County's Senior Management Team, the director is also responsible for organizational leadership and broadly supporting all County programs and services while leading their adaptation, as appropriate, to meet community sustainability and service excellence aspirations.

KEY ACCOUNTABILITIES

- Provides leadership and direction to the Community Planning department comprising of:
 - Development review services for the County and area municipalities including professional planning and administrative support for development applications and related planning matters;
 - Land use policy and strategic planning initiatives for the County and area municipalities including development and maintenance of the Official Plan policy, the long-range policy planning, monitoring of related legislation and policy, various projects and studies, and policy advice and strategic direction related to land use.
 - Administration of the County of Oxford Land Division Committee. Stamp deeds of land for consents which have been granted by the committee, in the absence of the Secretary-Treasurer.
 - Assists with the administration of the Woodland Conservation By-law Appeal Committee.
- Serves as the delegated approval authority for County Council in accordance with the General Policy Manual, Section 6.14, Delegation of Powers.
- Prepares and presents expert testimony on behalf of the County and Area Municipalities, as necessary, in court proceedings and at the Ontario Land Tribunal (OLT), other administrative tribunal hearings. Supports planners in preparing evidence and documents for OLT hearings. Negotiates mediated settlements for approval by the CAO and/or Council.
- Overall coordination and responsibility for departmental finances and programs including the annual business plan and budget development, alternate funding sources, along with regular monitoring of department outcomes and financial performance.
- Fosters and demonstrates a service delivery model that promotes cross departmental/area municipal and corporate cooperation to align with, support and promote the successful delivery of corporate programs and initiatives.
- Actively participates as a member of the Senior Management Team, supporting the organization's programs and services by promoting the County's Strategic Plan, Future Oxford Sustainability Plan, best practices, internal policies, and applicable legislation, to meet service excellence standards and uphold Oxford's vision, mission and values.
- Accountable for the overall integrity of departmental policies and procedures, Council reports, external reports, contracts and any other related correspondence. Attends all County Council meetings and participates at Area Municipal Council meetings as necessary.

QUALIFICATIONS FOR SUCCESS

- Liaise with Area Municipalities, Provincial Ministries, internal stakeholders, community stakeholders, and the public as necessary and appropriate, including complaint/dispute resolution.
- Performs the responsibilities of this position within the legislative and regulatory standards set out in the applicable Federal, Provincial and/or Municipal statutes.
- Understanding of role specific health and safety responsibilities, and ensured compliance with internal and external safety policies, procedures, and legislation, including the Occupational Health and Safety Act.
- Direct and second-removed supervisory responsibilities including hiring, performance management, coaching, employee relations, mentoring and professional development of non-union staff.
- Receives and resolves escalated service related complaints, concerns and questions in a timely and responsive manner. Refers and notifies appropriate individuals when necessary.
- Acts as the County media spokesperson as necessary.
- Performs other duties as assigned.
- Post-secondary education in urban, regional planning or related discipline. Registered Professional Planner with the Ontario Professional Planners Institute and full membership in the Canadian Institute of Planners. Graduate level education is an asset.
- Demonstrated senior level experience managing resources and services within a professional planning environment, including experience in interpreting general and specific statutes related to municipal government, planning and environment.
- An equivalent combination of education and experience may be considered.
- Ability to demonstrate the required competencies for this position in alignment with Oxford County's competency framework.
- Demonstrated ability to identify and collaborate with internal and external partners to deliver programs, services and outcomes.
- Knowledge of relevant legislation and regulations related to municipal and program specific operations including, but not limited to, the Municipal Act, the Planning Act, the Development Charges Act, the Clean Water Act and the Nutrient Management Act.
- Demonstrated ability to develop and articulate a vision and inspire its achievement.
- Demonstrated ability to foster teamwork, lead and empower teams and guide effective project management outcomes.

COMPETENCIES FOR SUCCESS

WORKING CONDITIONS



Director



Champion

- Works in an office environment.
- Occasional driving to other locations within and beyond County boundaries to attend meetings, conferences, and hearings.