



Internal/External Job Posting

Regular Full Time Non-Union Position

Supervisor of Resource Planning

Grand River Conservation Authority (GRCA) has an international reputation for excellence in managing the natural resources of the largest inland river system in southern Ontario. Encompassing approximately 6,800 square kilometres, the Grand River watershed has a population of almost one million people in 39 municipalities and two First Nations. Designated as a Canadian Heritage River, the Grand River and its major tributaries boast many outstanding human heritage features and excellent recreational opportunities. The GRCA is committed to environmental protection by delivering services that ensure the well-being of the environment and its inhabitants.

General Overview:

The Supervisor of Resource Planning is responsible for preparing recommendations to senior staff on applications under the *Conservation Authorities Act*, through the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation (Ontario Regulation 150/06). The position coordinates the Authority's response to municipal planning matters, including applications under the *Planning Act*; projects under the *Environmental Assessment Act* and applications under other legislation. The position is responsible for building and maintaining working relationships with municipal and agency partners.

Specific Accountabilities:

The primary responsibilities of the job are to:

- a) Supervise, design and implement the Resource Planning program of the Grand River Conservation Authority.
- b) Administer/supervise program, staff and budgets required to support the Resource Planning Department.
- c) Work in co-operation with other supervisors in Engineering, Resource Planning and Natural Heritage to ensure consistent Resource Planning program delivery across the watershed.
- d) Establish and maintain working relationships with municipal, federal and provincial agencies, user groups, and private interests.
- e) Coordinate and present reports regarding the regulation and other planning matters to the General Membership.
- f) Coordinate appeals to the Mining and Lands Tribunal and Local Planning Appeal Tribunal as required.
- g) Coordinate a program to provide a statement of the Authority position for a specific applications and development proposals directed to the Authority by Municipal, Provincial, and Federal agencies.
- h) Prioritize, direct and co-ordinate the investigation and prosecution of violations under the *Conservation Authorities Act*.
- i) Direct and manage contractual obligations with professionals (lawyers, Consultants, etc.) who are hired to provide GRCA with advice on resource planning matters.

Education and Designation Requirements:

- a) Degree in Geography, Environmental Science, Planning or related discipline.
- b) Current designation as a Provincial Offences Officer or eligibility for designation. Eligible for membership in Ontario Professional Planners Institute.

Experience Requirements:

The principle skill set elements necessary to meet these responsibilities are:

- a) Strong and effective interpersonal and communications skills to supervise staff and program. Ability to liaise and negotiate with many different clients and groups. Ability to develop and maintain network of professional and client contacts is essential.
- b) Strong and effective organizational skills. Ability to prepare and administer budgets, work plans and reports. Ability to balance and coordinate many projects/demands at once is essential.
- c) Knowledge of relevant federal and provincial legislation, policy and guidelines such as the *Occupational Health and Safety Act, the Conservation Authorities Act, the Planning Act* and other environmental legislation.
- d) Knowledge of the Provincial Offences Act, court and legal procedures, and compliance and enforcement principles and practices.
- e) Ability understand technical reports such as Environmental Impact Statements, Stormwater Management Reports, Sub-Watershed Plans, Geotechnical and Hydrogeological studies, Biological Inventories and Fisheries reports and relate them to current Policies and objectives.
- f) Ability to coach staff to ensure they conduct effective site visits, provide practical advice to project proponents, and make appropriate decisions.
- g) Satisfactory Criminal Record check for Provincial Offences Officer designation.
- h) Valid driver's license and ability to travel throughout the watershed.

Competencies and Abilities:

Professional Judgement - demonstrated ability in the area of critical thinking, analysis and assessment of implications, making connections of underlying issues and the ownership of the outcome. Sound judgment resulting in fair, efficient and effective decision making, bringing clarity and resolution to complex and ambiguous situations. Ability to carry out skillful negotiations and interest based conflict resolution. Appropriately balances the interests of both internal and external stakeholders, when dealing with complex files.

Integrity/Ethics - the willingness to hold oneself and others accountable for acting in ways that are consistent with stated values, principles and professional standards. Maintaining impartiality, objectivity, confidentiality and fairness when dealing with employees, stakeholders and special interest groups.

Goal /Action Oriented - Does not shy away from challenges and seldom gives up, especially in the face of resistance, setbacks or change. Seizes opportunities; takes initiative and is self- motivated. Organize work, plan activities and set priorities in a manner that meets competing needs and timely resolution of matters. Maintains high level of productivity and self-direction. Demonstrated experience in Project Management with the ability to work under pressure and handle multiple tasks simultaneously with changing priorities. Achieving high standards of performance from others is important.

Team Work - Interacts with people effectively. Able and willing to share and receive information. The ability to gather facts and pertinent information to gain an understanding before drawing conclusions, taking action or resolving conflict. It involves active listening and comprehension of verbal and non-verbal signals to enhance understanding. Demonstrated ability to build partnerships with municipalities, business communities, partners and staff. Exceptional internal communications skills are needed for staff relations, working inter- departmentally with respect to resource planning matters and to provide support to other programs within GRCA.

Customer Focus - Dedicated to meeting the expectations and requirements of internal and external customers. Exceptional communication and negotiation skills to create, maintain and enhance relations with municipal partners, development industry, stakeholders etc.

Approximate Start Date: October 2019

Salary range for this position is \$88,389 to \$107,539

Hours of work: 35 hours per week

To Apply: If you would like to be considered for this career opportunity, please send a resume and cover letter to careers@grandriver.ca in MS Word or PDF format and quote "Supervisor of Resource Planning" in the subject line.

Deadline for Applications: 4:00pm Monday September 2, 2019

We thank you for your interest, however, only candidates under consideration will be contacted.

Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Personal information collected in relation to the recruitment process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act and used solely to determine eligibility for employment with the Grand River Conservation Authority