

**Job Title: Manager, Development Approvals**

**Job Number:** J1218-0040

**Job Code:** NU075

**Job Category:** Management

**Department:** Planning, Building & Licensing

**Bargaining Unit:** Non-Union

**Job Type:** Full Time

**Employment Type:** Replacement

**Number of Positions:** 1

**Salary:** \$94,312.00 - \$117,899.00 / Year

**Date Posted:** December 5, 2018

**Closing Date:** January 14, 2019

**Opening Statement:**

Kingston's vision of being a smart, livable 21st century city is fast becoming reality. History and innovation thrive in our dynamic city located along the beautiful shores of Lake Ontario, an easy drive from Toronto, Ottawa and Montreal, in the heart of eastern Ontario. With a stable and diversified economy that includes global corporations, innovative startups and all levels of government, Kingston's high quality of life offers access to world-class education and research institutions, advanced healthcare facilities, affordable living and vibrant entertainment and tourism activities.

**Position Summary:**

*\*NOTE - The above salary range reflects the 2018 wage schedule*

Reporting to the Director of Planning, Building & Licensing Services, the Manager of Development Approvals is responsible for the overall administration of the Development Approvals Group within the Planning Division in accordance with applicable legislation. Strong written and verbal communication skills are required to liaise effectively within the organization and with external stakeholders, developers and other governmental agencies. The Manager will provide advice, guidance and direction to staff, the public and applicants in relation to the development approval process. The Manager contributes to department planning, goals, and budgets, coordinates and manages major development projects of corporate significance, prepares reports, and presents and defends positions on proposals. The Manager coordinates the work activities of staff, reviews staff reports, work strategies and plans, and will direct and complete semi-annual reports on activity. The Manager will manage multiple tasks with changing priorities and present information and issues in a clear and concise manner. The Manager is also a designated position for delegated approvals in the absence of the Director of Planning, Building & Licensing Services.

**KEY ACCOUNTABILITIES & RESPONSIBILITIES:**

Leadership / Planning – Establish tactical plans, objectives and metrics that contribute to annual plan; align work of unit with broader goals and objectives of functional area.

Fiscal Responsibility – Manage and monitor annual budget for unit; identify issues and reallocate resources as required in order to ensure achievement of annual plans & objectives.

Service Delivery – Develop, implement and/or act in accordance with appropriate policies, standards, systems, procedures and agreements to meet objectives and to comply with legislative requirements. Build and encourage staff to strive for consistently high level of performance in all areas of service delivery with a particular focus on fostering a high standard of customer service. Provide professional opinion, advice and guidance to Council, committees, senior management and other City departments on policies, programs and services provided within the Planning Division and with respect to corporate initiatives.

Relationship Building – Build effective relationships, internally and externally (including with community partners, developers, Council, committees, KEDCO and internal departments); educate, inform and consult with key stakeholders in order to advance the operational priorities of the areas and the corporation. Facilitate community efforts relating to planning matters. Represent the corporation at various meetings and hearings including provision of evidence at hearings and/or court actions. Act as critical point of contact for community. Represent the department as a member of Technical Steering Committee for projects of corporate significance.

Manage Team & Individuals – Identify needs and support the development of team and individuals through coaching and feedback; create a positive work climate to help maximize productivity and service excellence.

Health & Safety – Model, promote and support a culture of health, safety, well being and respect in order to support a healthy work environment.

Innovation & Change – Identify and lead changes which will improve effectiveness and efficiencies of operating area taking into account impacts on other departments and stakeholders.

Actively participate in emergency preparedness activities and assume necessary responsibility in the event of an emergency.

May be required to act as the Director of Planning, Building & Licensing Services in their absence.

**Qualifications, Competencies:**

Masters degree in planning or related field;

Recognized professional planning designation (MCIP, RPP) and current membership in OPPI/CIP;

Eight years of progressive planning experience, preferably in a public sector environment or a management role;

Previous supervisory/management experience in a unionized setting is strongly preferred;

Experience in an approvals environment;

Experience in the integration of customer service best practices;

Must demonstrate corporate competencies of Customer Focus, Results Orientation, Integrity and Teamwork.

**Skills, Abilities, Work Demands:**

Ability to communicate effectively;

Strong presentation and public relation skills;

Identify strategies to optimize, standardize and streamline delivery of service;

Extensive knowledge and understanding of Provincial Policy Statement, Planning Act, Heritage Act, planning methodologies, legal requirements for municipalities, other related statutes and regulations;

Well developed facilitation skills with an ability to deliver innovative solutions, resolve conflict, find common interests and collaborate effectively;

Ability to work both independently and as part of a team with strong leadership abilities;

Ability to research and analyze complex issues and clearly communicate findings;

Ability to coach and mentor staff;

Ability to negotiate and complete development agreements, site plan agreements and subdivision/condominium agreements;

Strong and effective problem solving and conflict resolution skills;

Superior project management skills;

Strong computer skills;

Ability to work outside regular business hours;

Must possess and maintain a valid Class 'G' driver's license;

Must provide and maintain a satisfactory Criminal Record Check at your own expense.

**Closing Statement:**

Please apply to Career Opportunities at: [www.cityofkingston.ca/Careers](http://www.cityofkingston.ca/Careers) Your resumé must clearly demonstrate how you meet the requirements of the position. Please upload to your profile, any educational Degrees, Diplomas and/or Certificates that are relevant and required for the position you are applying to. We thank all of those who apply, however, only those selected for further consideration will be contacted. The City of Kingston is committed to fostering a positive and progressive workforce reflecting the citizens we serve. We provide equitable treatment and accommodation to ensure barrier-free employment in accordance with the *Ontario Human Rights Code* and *Accessibility for Ontarians with Disabilities Act*. You can request for accommodation related to the protected grounds at any stage of the City's hiring process, i.e., application, assessment and placement. If you are an individual with a disability and you need accommodation in applying for this position, please email us at [HRCity@cityofkingston.ca](mailto:HRCity@cityofkingston.ca), quoting the Job Number and the Job Title. If you are invited to participate in the assessment process, we ask that you provide your accommodation needs in advance at that time. Please be advised that you may be requested to provide medical/other documentation to Human Resources to ensure that appropriate accommodation is provided to you. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.