

CAREER OPPORTUNITY

POSITION:	Policy Planner (Competition #2025-96)
LOCATION:	Oxford County Administration Building
EMPLOYMENT STATUS:	Permanent Full-Time
REPORTING TO:	Manager of Planning Policy
UNION AFFILIATION:	Non-Union
WAGE RATE:	\$48.49-\$60.61/hr (\$88,251.80– \$110,310.20)/Annually
VACANCY REASON:	Existing Vacancy

WHAT WE OFFER:

- Comprehensive health and dental benefits plan effective immediately
- OMERS defined benefit pension plan effective immediately
- Employee and Family Assistance Plan available
- Competitive Vacation and Sick Leave policies
- Professional development and tuition reimbursement opportunities
- Flexible Work Arrangements, including occasional hybrid work

POSITION SUMMARY:

Provides professional planning support for the County's long-range planning/land use policy program, including conducting and/or assisting with: policy research, development, consultation, and report writing; Official Plan Reviews and amendments; secondary plans; policy related zoning updates; policy related area/special studies etc.

Provides professional planning advice and direction to County and Area Municipal Councils/staff and other stakeholders on a broad range of Provincial and Municipal land use policy considerations (e.g. growth management/housing, natural and built environment, agriculture, cultural heritage etc.). May also assist with development review, including the review and processing of development applications made under the Planning Act and Condominium Act, as required.

MINIMUM QUALIFICATIONS:

- Post-secondary education in Land Use Planning, Geography, or related field.
- Registered Professional Planner, or eligible for full membership, with the Ontario Professional Planners Institute and Canadian Institute of Planning.
- Demonstrated land use planning experience in a municipal environment.
- An equivalent combination of education and experience may be considered.
- Highly developed research and analytical skills and report writing capability.
- Excellent organizational, communication, interpersonal, negotiation and presentation skills.
- Demonstrated knowledge of Ontario Land Tribunal policies, practices, and decisions.
- Ability to work effectively within a team environment and independently.
- Ability to interact professionally and diplomatically with the public, development industry, elected officials, and other stakeholders.
- Knowledge of and experience using Microsoft Office and Geographic Information System software or applications.
- Valid Ontario driver's license and the ability to travel as required.

Resumes will only be accepted electronically via e-mail at: hr@oxfordcounty.ca
Please include the competition # and position title in the subject line of your email.

POSTING DATE: Thursday, November 6th, 2025

CLOSING DATE: Thursday, November 27th, 2025, by 4pm

Oxford County is committed to fostering diversity, equity, and inclusion throughout the Corporation. Oxford County promotes representational and employment equity to represent and serve our communities well. Oxford County is an equal opportunity employer and welcomes applications from all qualified individuals, including women, racialized persons, Indigenous people, persons with disabilities, and other equity-seeking groups. Studies have shown that women and minorities are less likely to apply for posted vacancies unless they meet every single qualification. Oxford County is dedicated to building a diverse and inclusive workplace and encourages you to apply. If you're excited about this role, you may be the right candidate even if your experience doesn't align perfectly with every qualification in the job description. Oxford County is committed to fostering an accessible and equitable recruitment process for all applicants. The County will attempt to provide reasonable accommodations to ensure the applicant's full participation if requested. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, resumes are only accepted in response to advertised vacancies and will be used for the purposes of determining eligibility for employment only. We appreciate all resumes, but only those selected for interviews will be contacted. If you require any document in an accessible format, contact us via email, in person, by telephone, or in writing using the contact information above. Oxford County supports and encourages flexibility in work scheduling and location when possible, practical, and when it does not compromise our ability to deliver exceptional services to our citizens.