



DEVELOPMENT OFFICER

Full Time Permanent Position

BRING YOUR POSITIVE ENERGY AND BE A PART OF NOVA SCOTIA'S NEWEST REGIONAL MUNICIPALITY

something inspiring awaits

West Hants Regional Municipality is a diverse collection of rural & urban communities conveniently located in equal proximity to Halifax, the Valley, and Truro; yet its own cultural blend that brings quality family living, diversity, fun & festivities, and service centres together. If you are enthusiastic and driven and want to be part of a fun, energetic and welcoming team; we're INSPIRED and ask you to keep reading!

We strive to be an inclusive and diverse workforce that is representative, at all job levels, and of the citizens we serve. We welcome applications from Indigenous, Inuit and Metis People, African Nova Scotian's, and other racially visible people, persons with disabilities, members of the 2SLGBTQQIPAA community, and femme-identifying people. If you are a member of one of the equity groups, you are encouraged to self-identify, either in your cover letter or resume.

If you are inspired with this work environment, you are encouraged to apply for our **Development Officer** position.

Reporting to the Manager of Development Control Services, the **Development Officer** plays an important role in guiding the region's growth and land-use by evaluating and processing development proposals to ensure compliance with regulatory requirements. The **Development Officer** is responsible for conducting thorough reviews of all applications and providing expert advice and recommendations to property owners, developers, contractors, and business operators.

What We Offer:

- Regular hours are Monday – Friday, 8:30am-4:30pm (35 hours per week)
- Overtime opportunities as required
- Annual vacation leave
- Competitive benefits package including health, dental, and wellness benefits
- Company match pension plan

What we're looking for:

- An undergraduate degree in Planning from an accredited program



- Prior experience in a planning environment, Municipal Government, or a similar role would be considered an asset.
- Excellent customer service and communication skills (both verbal and written)
- Ability to work effectively with teams and various stakeholders, with the ability to build group consensus
- Strong analytical and decision-making abilities, especially when evaluating development proposals and ensuring regulatory compliance.
- Proficient with computer programs and software, such as Microsoft Office suite. Experience with land management software considered an asset.
- Valid Nova Scotia driver's license

A copy of the job description can be found by clicking on the following link:

[Employment & Committee Opportunities - West Hants Regional Municipality](#)

Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Freedom of Information and Protection of Privacy Act, Nova Scotia.

Qualified applicants are invited to submit their CV or resume with cover letter (merged into one PDF document) with “**Development Officer**” in the subject line no later than 4:30pm on **October 9, 2026** to the attention of Katie Rose, HR Manager at **apply@westhants.ca**

Position Title: Development Officer

Department: Planning

Pay Level: 4

Classification: Full-time

Creation or Revision Date: August 2026

Job Overview

The Development Officer is appointed by Council and is responsible for administering the land use and subdivision by-laws as provided by the *Municipal Government Act*, as well as responding to inquiries related to zoning, subdivision and property information, interpreting by-laws and planning and development matters in general.

Job Duties & Responsibilities

Application Review & Processing

- Reviews development applications (permits, site plan approvals, variances, etc.) and approves or refuses based on applicable by-laws, development agreements, and legislation
- Reviews subdivision applications and approves or refuses plans in accordance with the applicable by-laws and regulations
- Reviews Mobile Canteen Vending license and Sidewalk Café permit applications and approves or refuses in accordance with the applicable by-laws and policies
- Works with applicants to complete applications as needed, entering applications into our TownSuite program as required
- Arranges and administers bonding and agreements as needed for subdivision and development agreements
- Reviews outstanding applications and takes appropriate follow-up action
- Provides detailed information, interpretation and technical advice on subdivision and development in response to general inquiries, applicants, elected officials, staff, outside agencies and committees

Administration, Monitoring & Enforcement

- Administers land use and subdivision by-laws as provided by the *Municipal Government Act*
- Administers all development agreements in effect
- Undertakes monitoring to identify individual violations of land use & subdivision by-laws, and development agreements. Recommends appropriate enforcement actions

- Assists the Manager of Development Control Services with reviewing planning and development policies, regulations and by-laws, makes recommendations on their administration, development and amendments
- Investigates and collects evidence of alleged violations of by-law administered by the Development Officer, and when warranted, works with the Manager, Director, CAO and/or municipal solicitor to prosecute
- Conducts site investigations as needed
- Maintains appropriate records of all development control, subdivision and rezoning activities

Committee Involvement and Other Duties

- Prepares development and subdivision reports and statistics as required for committees, Council, and various agencies
- Attends Council, committee and other meetings as required
- Defends decisions if appealed to Council, NSRAB or NS Supreme Court
- Keeps up to date on legislation and regulations by attending seminars, conferences, courses and meetings, with Manager approval
- Performs other job duties as assigned

Reporting Relationships

Reports To: Manager of Development Control Services

Direct Reports: n/a

Required Qualifications

Education and Experience:

- University Degree in Planning from an accredited program.
- Eligible for membership in the Municipal Development Offices Association of Nova Scotia (MDOANS)
- Prior experience in a planning environment, Municipal Government, or a similar role would be considered an asset.
- Equivalent combination of education and experience will be given consideration

Knowledge, Skills and Abilities:

- Excellent customer service and communication skills (both verbal and written)
- Knowledge of the *Municipal Government Act* and other relevant regulation and legislation.
- Strong analytical and decision-making abilities, especially when evaluating development proposals and ensuring regulatory compliance.

- Ability to work effectively with teams and various stakeholders, with the ability to build group consensus
- Strong research and organizational skills, with an ability to maintain accuracy and perform detail-oriented tasks
- Must be comfortable presenting in front of various groups
- Proficient with computer programs and software, such as Microsoft Office suite
- Valid driver's license

Working Environment & Conditions

- Indoor office environment
- Field work required on occasion for site investigations, with possible exposure to elements and various weather conditions
- This position qualifies for overtime pay
- This position works in a fast-paced environment, with periods of high work volume with tight and conflicting deadlines
- Extended periods of sitting, primarily working on a computer and answering phone calls
- This position is occasionally at risk for interpersonal conflict

Acknowledgement

I acknowledge that I have reviewed and understand the responsibilities outlined in this job description

<i>Employee's Signature</i>	<i>Employee's Name (print)</i>	<i>Date</i>
<i>Manager/Director Signature</i>	<i>Manager/Director Name (print)</i>	<i>Date</i>