



WEST HANTS REGIONAL MUNICIPALITY

JOB DESCRIPTION Manager of Planning

Position Title: Manager of Planning
Department/Division: Planning and Development
Reports To: Director of Planning and Development
Direct Reports: 3 direct reports
Pay Level: 6
Classification: Full-time, Permanent
Revision Date: June 2026

POSITION SUMMARY

The Manager of Planning is responsible for the development and implementation of planning policy, project management of large planning projects, processing applications for development agreements, amendments to planning documents and municipal heritage property registration and grants and undertaking research and studies on a variety of planning or heritage related matters. The Manager of Planning oversees all Planning applications and projects, provides advice and assistance to the Director of Planning and Development, and assigns work to the Senior Planner, Planner and Planning Assistant.

JOB DUTIES AND RESPONSIBILITIES

Application Review and Processing

- Responds to public inquiries and processes applications and Committee requests for Municipal Planning Strategy and Land Use By-law amendments, development agreements, development agreement amendments, development agreement discharge, and municipal heritage property registration, including researching and preparing staff recommendation reports, corresponding with affected parties, drafting amendments or development agreements, coordinating advertising and public consultation, preparing and making presentations, attending all meetings where the matter is discussed and ensuring all legislative requirements are met.
- Assists in resolving complex and sensitive issues, by telephone or in writing.
- Conducts site investigations as needed.
- In coordination with the Director of Planning, works with the municipal solicitor on contracts, planning appeals and other planning matters requiring legal advice.

Supervisory Responsibilities

- Delegates applications and projects to direct reports. Meets with direct reports on a regular basis (as necessary) to review planned work and resolve any employee concerns.
- Provides mentorship, coaching and direction to direct reports.
- Under the oversight of the Director, responsible for training and discipline of direct reports in accordance with the Human Resources policies of the Municipality. Discusses and resolves matters of interest and concern to such staff.
- Assists the Director of Planning and Development with annual performance reviews for direct reports.

Project Management

- Oversees large planning projects including but not limited to the Housing Accelerator Fund, Plan Review and Minas Basin Flood Study.
- Prepares and reviews funding applications, RFP/RFQ documents, contracts, etc. as required.
- Prepares and effectively implements project schedules and public engagement plans, monitors project budgets and coordinates and communicates with external service providers (i.e., consultants) to ensure projects are completed within required timeframes and budget.
- Reports to the Director of Planning and Development on project progress. Provides updates to the Chief Administrative Officer and Council as required.

Budget

- Assists the Director of Planning and Development prepare the annual operating and capital budgets for Planning.
- Keeps fully informed on funding opportunities and cost-shared programs. Prepares specific funding applications and project budgets to present to the Director of Planning and Development for approval.
- Monitors operating, capital and specific project expenditures throughout the year.

Reporting and Research

- Undertakes research, development and implementation of planning and heritage policy.
- Undertakes research and prepares reports on demographic and statistical information, planning and development issues, Provincial and Federal government legislation and other planning-related matters.
- Responds to requests from the Director, Chief Administrative Officer, Council, Committees, staff and the public.

Committee Involvement

- Assists in the preparation of agendas and support material, attends and provides advice on planning matters to the Planning and Heritage Advisory Committee (PAC/HAC), Climate Action Committee, Council, Committee of the Whole, and Watershed Committees, as required.
- Attends other meetings (e.g., Kings Hants Heritage Connection and West Hants Housing Coalition), as required.

Record Keeping

- Maintains correspondence, records, files and databases including records and documents regarding all applications and projects, public inquiries, issues and resolutions.

Professional Development

- Keeps fully informed of developments in legislation, administrative practices, professional organizations, educational opportunities and cost-shared programs by attending seminars, conferences, courses and meetings, subject to the approval of the Director of Planning and Development.

Staff Support

- Provides advice and assistance to staff within other Departments as required.
- Perform other job-related duties as assigned.

Qualifications

- Accredited planning degree
- CIP membership
- Demonstrated leadership experience required
- Experience in municipal context considered an asset
- Excellent research and writing skills
- Strong communication skills (verbal and written)
- Ability to work effectively with teams and build group consensus
- Proficient in computer applications and software
- Skilled at facilitating public consultation and takes pride in providing a safe and inclusive space for community members