

CAREER OPPORTUNITY

POSITION:	Manager of Planning Policy (Development (Comp. # 2025-06))
LOCATION:	Community Planning Office, Oxford County Administration Building
EMPLOYMENT STATUS:	Permanent Full-time
REPORTING TO:	Director of Planning
UNION AFFILIATION:	Non-Union
WAGE RATE:	\$69.96/hr - \$87.45/hr (\$127,327.20– \$159,159.00)/Annually

WHAT WE OFFER:

- Flexible Work Arrangements, including hybrid work
- 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

QUICK FACTS ABOUT OXFORD COUNTY

- Oxford County is a urban-rural municipality with a population of approximately 137,000, located in the heart of southwestern Ontario, that is experiencing strong residential and employment growth.
- Oxford is part of a two-tier municipal structure that includes eight area municipalities, which range from urban (i.e. City of Woodstock and Town's of Tillsonburg and Ingersoll) to rural in nature (i.e. five Townships).

QUICK FACTS ABOUT THE COMMUNITY PLANNING OFFICE (CPO)

- A dynamic and fast paced work environment, where you would be part of an extremely dedicated, experienced and close knit team of 20+ professional planners and technical/support staff.
- The CPO provides the full range of land use planning services for both the County and all eight area municipalities (i.e. no separate, local level, planning staff). This includes, but is not limited to, developing and maintaining the Official Plan and all Area Municipal Zoning By-laws, undertaking various planning related projects and studies, development review, mapping and technical support, etc.
- CPO planners benefit from exposure to the full range of urban and rural land use planning related challenges and experiences, from the protection of prime agricultural land and other natural and cultural resources to planning for growth and development, in both urban and rural contexts.
- The CPO typically processes over 400 planning applications per year, ranging from proposals for large scale secondary plans, plans of subdivision/condominium, and high density residential/mixed use development, to surplus farm dwelling severances and agriculture related uses.
- CPO planners are provided with a great deal of autonomy and responsibility, with many opportunities to expand and develop their professional competencies. There is also a very strong focus on mentorship and providing opportunities for leadership and career growth.

POSITION SUMMARY:

Provides strategic direction and leadership to the County and eight area municipalities with respect to all aspects of the County's long-range planning/land use policy program and related implementation measures and considerations; ensures current and accurate land use related data and information is available to support and inform municipal initiatives and decision making; liaises with the Province, municipal organizations and other stakeholder groups regarding planning matters; formulates long-range planning objectives and develops and maintains a policy framework for land use planning and related infrastructure that is current and responsive, while addressing both Provincial policies and County and area municipal priorities.

This includes overseeing the activities of the County's team of policy planners and technical support staff and leading and coordinating various complex and cross jurisdictional policy related projects and initiatives (e.g. Official Plan development and reviews, forecasting growth and land need, secondary planning, policy related zoning updates, etc.) to support the development of complete and sustainable communities, provide an appropriate range of housing and employment opportunities, and protect agricultural land and the natural environment.

MINIMUM QUALIFICATIONS:

- Degree in urban and/or regional planning or a related discipline, preferably at the graduate level and preferably combined with public administration and/or management/leadership education and/or training.
- Registered Professional Planner, or eligible for full membership in Canadian Institute of Planning and the Ontario Professional Planners Institute.
- Previous experience in long-range strategic planning and development review and senior level experience managing planning related programs, services and complex projects/initiatives, together with demonstrated exposure to all processes legislated under the Planning Act and other related legislation
- Previous experience in management or supervisory capacity or equivalent.
- An equivalent combination of education and experience may be considered.
- Thorough understanding of municipal government structure, programs, services, priorities and issues, stakeholder needs and interests and government, community and business trends and issues.
- Knowledge of, and experience interpreting and applying, a broad range of provincial legislation, regulations, guidelines and standards related to municipal government, land use planning, the environment, and other areas, including, but not limited to the: Municipal Act, Planning Act, Development Charges Act, Environmental Protection Act, Clean Water Act, Nutrient Management Act etc.
- Public consultation and facilitation skills gained through work experience and professional development activities. Proven ability to develop and articulate a vision to inspire and operationalize its achievement.
- Demonstrated ability to foster teamwork, lead and empower teams, guide effective management outcomes and develop strong working relationships/collaborate with multiple County departments and/or municipalities and other internal and external partners to deliver programs and services and achieve desired planning outcomes.
- Demonstrated experience with the Ontario Land Tribunal (OLT) and related policies, practices, and decisions.
- Proficient in Microsoft Office applications and comprehensive understanding of the use Geographic Information System applications and models to inform and support effective land use decision making. Knowledge of planning tracking/workflow systems is beneficial.
- Excellent organizational, communication, negotiation, and interpersonal skills.
- Ability to demonstrate the required competencies for this position in alignment with Oxford County's competency framework.
- Valid Ontario driver's license required and the ability to travel as required to fulfil job responsibilities.

**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, January 9th, 2025
CLOSING DATE: Monday, February 3rd, 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. Where the work permits, employees will have the choice of several flexible work arrangement options to promote work-life balance and greater flexibility for our employees. Please note, this position is eligible for our Flexible Work Arrangement program, including hybrid work.