



Opportunity: RESEARCH PLANNER
Position Type: PERMANENT, FULL TIME
Location: Flexible (Across Canada)
Deadline: April 5, 2024, 5:00 EDT
Apply to: Cover letters and resumes can be submitted [here](#).

About the Canadian Urban Institute

The Canadian Urban Institute (CUI) is the heart of Canadian city building. We are a collaborative and inclusive platform where policymakers, urban professionals, leaders, activists, and academics from diverse backgrounds come together to shape vibrant and equitable urban communities across Canada.

Role Description

Researcher Planner will work on projects related to sustainable and resilient communities, economic development, city building, land use planning and planning policies, as well as other areas of work related to CUI's mandate of achieving healthy urban development. The candidate should have exposure to research, analysis, communicating ideas and team-based work.

Core Responsibilities will include:

Research, analysis and reporting:

- Employ knowledge of urban sustainability, land use planning, research and policy to provide professional research, analysis and outcomes for CUI projects.
- Research and analyze best practices including programs, policies, technologies and strategies related to specific project needs.
- Analyze demographic, geographic and economic data collected in research.
- Integrate information obtained into concise, well-structured, easily understood presentations of results.
- Develop engaging documents and presentations for projects and funding opportunities.

Project coordination and engagement:

- Coordinate tasks with supervisor and project team to meet project requirements and deliverables.
- Keep up to date project records and organize project resources to ensure deliverables meet scope, schedule, quality requirements.
- Maintain effective working relationships with partners and clients.
- Engage participants from public and private sector organizations through workshops, surveys, interviews, etc. to obtain feedback and information; organize and analyze information obtained.
- Oversee the logistical planning of meetings and events as required for projects (book venue, catering, AV, travel, etc.)

Qualifications

- Post-Secondary education in urban planning or equivalent. Graduate degree preferred.



- Minimum 1-3 years of experience leading and delivering complex projects related to planning, policy and research studies.
- Organizational, analytical, investigative, problem-solving, report writing, communication, and presentation skills.
- Knowledge of municipal, provincial, federal laws and policies related to planning, i.e., Ontario Planning Act, Provincial Policy Statement, Provincial Plans, local planning regulations, and other related guidelines.
- Ability to build positive working relationships and work effectively in teams.
- French-English bilingualism considered an asset.

Essential Skills & Traits:

- A keen interest in urban issues.
- Interest in working across multiple projects, building relationships with stakeholders and doing what it takes to achieve project outcomes.
- Well-developed ability to effectively communicate with diverse and cross-cultural and cross-sector audiences.
- Commitment to team success, shared knowledge, highly ethical behavior and improving society.
- Ability to work flexible hours from time to time.
- Microsoft Office fluency, GIS and other analytical skills considered an asset.
- Maintains an informed, anti-racist and anti-oppressive orientation in personal and professional affairs.

Work Setting & Conditions

This is a flexible position (hybrid-Toronto or remote) and requires the ability to work during regular business hours (ie. 9:00am – 5:00pm EST Monday to Friday), with the ability to work flexible hours from time to time.

Diversity

The Canadian Urban Institute is committed to fostering a supportive and inclusive workplace culture, where people from all backgrounds can thrive. We place high value on diversity and encourage applications from all equity-deserving groups. We are committed to an environment that is barrier free.

If you require accommodation during the hiring process, please inform us and we will arrange accommodation.

Compensation

Salary range \$55,000 to \$70,000. CUI offers a competitive benefits package and is committed to excellence.



Canadian
Urban
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Canada

Salary commensurate with experience.

Apply today!

Please submit your cover letter and resume through the following form by **April 5, 2024, 5:00 EDT**. Your cover letter should outline your essential skills and tell us why you are the ideal candidate for this position.

[Application link](#)

If you have any challenges submitting your application through the form, please send an email to cui@canurb.org with your full name and “Senior Research Planner” in the subject line.

No telephone inquiries please. CUI thanks all applicants for their interest. Only those applicants selected for an interview will be contacted. For more information about CUI visit www.canurb.org.