



Opportunity: SENIOR 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

CUI is seeking a highly motivated and experienced individual to join our team. The Senior Planner will work on a range of projects related to CUI's mandate of achieving healthy urban development. The candidate should have experience coordinating complex planning, policy and research assignments and initiatives.

Core Responsibilities will include:

Research, analysis and reporting:

- Investigate, analyze and identify solutions to complex urban planning and policy issues.
- Develop plans, strategies and frameworks that build the capacity of local partners on a wide range of planning matters, such as climate change, housing, economic development, and main streets/downtowns.
- Lead data collection processes and analyze demographic, geographic and economic data collected in research.
- Integrate information obtained through research into concise, well-structured, easily understood reports, memos and other tools.

Stakeholder engagement

- Design and implement engagement activities with public and stakeholder organizations such as through workshops, focus groups, advisory groups, surveys and interviews.
- Lead, facilitate and oversee the planning and execution of meetings and public and stakeholder engagement activities.
- Prepare and give presentations to clients, communities and stakeholders.

Project management

- Develop and execute project work plans, from project design to implementation.
- Manage project budgets and organize project resources to ensure deliverables meet scope, schedule, quality requirements.
- Lead and manage cross-disciplinary teams that include multiple sub-consultants and stakeholder groups.

- Manage and oversee junior staff and interns, including consultants.
- Work with communications staff to develop and design communication and outreach materials such as newsletters, websites, posters, press releases and social media content.
- Build and maintain effective working relationships with local partners and stakeholders.

Qualifications

- Post-Secondary education in urban planning or equivalent. Graduate degree preferred.
- Minimum 7-10 years of experience leading and delivering complex projects related to planning, policy and research studies.
- Highly developed organizational, analytical, investigative, problem-solving, report writing, communication, presentation, and public speaking skills.
- Strong interpersonal skills including advanced communication skills and effective management of diverse key stakeholder relationships.
- Knowledge of municipal, provincial, federal laws and policies related to planning, i.e., Ontario Planning Act, Provincial Policy Statement, Provincial Plans, local planning regulations, federal policies and programs, and other related guidelines.
- Experience working in the non-profit or not-for-profit sector preferred.
- Ability to build positive working relationships, work effectively in teams, and identify organizational opportunities and new ideas.
- French-English bilingualism considered an asset.

Essential Skills & Traits:

- A keen interest in urban issues.
- Ability to work 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.
- Maintains an informed, anti-racist and anti-oppressive orientation in personal and professional affairs.
- Ability to work flexible hours from time to time.
- Microsoft Office fluency.

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 for accommodation.

Compensation

Salary range \$80,000 to \$90,000. CUI offers a competitive benefits package and is committed to excellence.

Apply today!

Please submit your cover letter and resume through the following form by **April 5, 2024, 5:00 EDT** 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.