



## PROJECT COORDINATOR CITY PLANNING

**Job ID:** 38023

**Job Category:** Policy, Planning & Research

**Division & Section:** City Planning, CP Zoning & Committee of Adjustment

**Work Location:** City Hall, 100 Queen St. West, 19th floor, East Tower

**Job Type & Duration:** Full-time, Temporary (24 month) Vacancy

**Salary:** \$93,500 - \$119,274, TM1506, Wage Grade 6.5

**Shift Information:** 35 hours per week

**Affiliation:** Non-Union, Management

Qualified List will be established to fill permanent and temporary positions.

**Number of Positions Open:** 1

**Posting Period:** May 11, 2023 to May 25, 2023

The Committee of Adjustment is the most immediate and direct interaction that many Torontonians have with the planning approval process. Reporting to the Director of Zoning and Committee of Adjustment, the **Project Coordinator** will support good planning decisions in Toronto's neighbourhoods by leading the Unit's efforts to implement and maintain consistent, high-quality and efficient services, business practices, and procedures across the four Committee of Adjustment panels.

### Major Responsibilities:

- Implements detailed plans and recommends policies/procedures regarding program-specific requirements.
- Conducts research into assigned areas, ensuring that such research takes into account developments within the field, corporate policies and practices, legislation and initiatives by other levels of government.
- Provides input into, and administers, the assigned budget, ensuring that expenditures are controlled and maintained within approved budget limitations.
- Reviews current development policies, standards and business processes, and identifies information gaps and opportunities for service improvements and more efficient interdivisional coordination.
- Leads and supports interdivisional working groups, sets agendas, documents programs and reports findings and conclusions relating to the development application review process, focused on the Committee of Adjustment.
- Collects, analyzes, evaluates and interprets data/information, and reports on findings and recommendations for divisional initiatives and

activities for the purpose of improving efficiencies and effectiveness of the Committee of Adjustment application review process.

- Recommends and manages consultants' studies, as required, including the preparation of Terms of Reference and Requests for Proposals for approved consultant studies.
- Coordinates project activities and provides direction to consultants, as required. Monitors work output and ensures results are achieved within specified time frames and on budget.
- Coordinates and manages the implementation of identified cross-divisional projects for improvement.
- Works with the Director, Zoning and Committee of Adjustment and Deputy Secretary-Treasurer of the Committee of Adjustment to define the scope of projects, and develops project work plans and schedules.
- Designs action plans for service delivery improvements, operations and practices, and develops strategies/policies/programs and action plans to achieve approved time frames and technical requirements. Identifies and recommends project options with short/medium- and long-term implementation periods.
- Establishes and maintains cooperative working relationships among staff of those City divisions involved in development-related issues.
- Prepares and implements communication plans and material and training to meet divisional objectives and communications, including E-newsletters and Web-based platforms.
- Represents the Zoning and Committee of Adjustment Director and City Planning Division at meetings with stakeholders.
- Designs and implements training and other educational resources for staff and Committee of Adjustment members.
- Prepares reports for City Council and its Standing Committees.

**Key Qualifications:**

1. Post-secondary education in Planning, Geography, Law, Public Policy, Public Administration, or Project Management, or the approved equivalent combination of education and experience.
2. Considerable experience in the development review process related to one or more of the subject areas of planning, building regulation, and associated municipal issues.
3. Considerable experience leading, coordinating and managing complex assignments to successful completion, including preparation of work plans or deliverables while balancing stakeholder interests.
4. Considerable experience in preparing effective correspondence, reports, policies and procedural documents for audiences that include stakeholders, and Council or other governing bodies.
5. Highly developed critical thinking, negotiation and "problem-solving skills."
6. Demonstrated analytical skills in assessing and reviewing data, standards and services to identify best practices and opportunities for improvements in service delivery.
7. Knowledge of the planning process, official plan policies, and zoning.
8. Ability to conduct detailed and/or non-structured research or analysis with minimum supervision, within tight deadlines.
9. Highly developed written and oral communication and facilitation skills, with the ability to present complex information to a variety of audiences.
10. Ability to work cooperatively and effectively with others in an interdisciplinary team, and to establish and maintain effective stakeholder relationships.
11. Strong customer service orientation.

**A Qualified List of candidates will be established** for the Project Coordinator position in the City Planning Division and will be in effect for 24 months from the date the list is created. Qualified candidates on the list may be considered when filling future permanent and temporary vacancies in this position.

#### **Note**

- Applicants are required to demonstrate in their resume/cover letter that their qualifications match those specified in the job posting.

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#### **How to Apply:**

For more information on this and other opportunities with the City of Toronto, visit us online at <https://jobs.toronto.ca/jobsatcity/>. To apply online, submit your resume, quoting **Job ID 38023**, by **Thursday, May 25, 2023**.

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#### **Accommodation**

The City of Toronto is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA).

Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. [Disability-related accommodation during the application process is available upon request. Learn more about the City's Hiring Policies and Accommodation Process](https://jobs.toronto.ca/jobsatcity/content/Hiring-Policies-and-Statements/?locale=en_US) < [https://jobs.toronto.ca/jobsatcity/content/Hiring-Policies-and-Statements/?locale=en\\_US](https://jobs.toronto.ca/jobsatcity/content/Hiring-Policies-and-Statements/?locale=en_US) >.