

THE CORPORATION OF THE COUNTY OF BRANT

INTERNAL NOTICE OF POSITION VACANCY

POSTION: Park Plan Project Coordinator (Student) (4-6 month contract)

DEPARTMENT: Community Services Department

REPORTS TO: Manager of Parks Capital Planning & Forestry

LOCATION: Initial Placement –Wincey Mills, Paris Office

General Purpose:

The County of Brant is seeking a skilled, organized, creative, hard-working, and highly motivated student or recent graduate to support the project coordination and development of our Long-Term Park Plan and other strategies in our Parks Capital Planning & Forestry unit of the Community Services department throughout the Summer of 2024. As a member of our team, the Park Plan Project Coordinator will work to draft and prepare municipal policies for review in the County while respecting the directions of Federal and Provincial Legislation as well as the direction provided in the County of Brant policy planning documents.

The Parks Capital Planning & Forestry unit has an integral role at the County of Brant planning, building, and collaborating with other Departments/Divisions while also leading projects in many different capacities. The Policy Planning Unit is responsible for the planning and delivery of growth management, including long range land use planning, assisting with long-term infrastructure planning, capital projects, master plans, municipal policy creation/development and implementation, and identifying opportunities to foster complete community development.

Under the direction of the Manager of Parks Capital Planning & Forestry, the successful candidate would be responsible for performing various activities associated with the support of the planning activities, including assisting with research, data analysis, document preparation, municipal policy creation and development, preparing presentations to various Committees, special projects, and writing sections of the Park Plan and compiling the data into a comprehensive report. Additionally, the handling of confidential or sensitive information may form part of this role.

Knowledge/Skills Required

- Knowledge of the planning and development processes in Ontario and the role of municipal policy related to parkland dedication, natural heritage, and forestry.
- Creative approach – ability to think outside of the box, use imagination, and think critically about assignments to transcend traditional approaches.
- Team Players – pitches in to ensure priorities are successfully met, willing to go outside scope of own tasks to help further team accomplishments.
- Trouble shooter – finds solutions to issues and challenges. Uses a range of experience to identify and resolve workplace challenges.
- Organized – Able to allocate time and resources to prioritize focus – recognizes how individuals tasks fit in with an overall picture.
- Initiative and Adaptable – can get a head start in the absence of direction or specific job assignments, adapts to change with a can-do attitude.
- Analytical and research techniques.
- Ability to maintain clear, accurate records of work undertaken.
- Written and oral communication skills related to report writing, project coordination, meeting scheduling, and correspondence.
- Ability to handle multiple tasks simultaneously.
- Ability to work both independently and as a member of a team, and to quickly adjust from one project to another.
- Attention to detail.
- Proficiency in Microsoft Office (including Word & Excel).
- Ability to use Adobe Illustrator, ESRI ArcMap/ArcPro, City view, and Canoe (GIS) will be an asset.
- Good interpersonal skills.
- Possess values of integrity, teamwork, efficiency, accountability, and professionalism.
- Familiarity with general land use planning principles, community planning and park design, forestry policy, and applicable Planning Legislation.
- Familiarity with the County of Brant, its geography, people, communities, and some of the most pressing planning issues.
- Knowledge of word processing, spreadsheets, GIS, interpreting air photos and maps, and a familiarity with reading large documents and plans.
- Understanding of Municipal policy and By-Laws such as Official Plan, Recreation Master Plan, Parkland Dedication, Parks Use, Good Forestry Practices, and other By-Laws

Additional Information:

- Flexible Work Environment – required to work in the office and from home.
- Valid Ontario Driver's License (G or G2) and a vehicle is required.

Education and Experience:

- Completion of a diploma or degree, or current enrolment in a recognized education program in one of the following: Urban or Rural Planning, Environmental Studies, Landscape Architecture, Environmental Science, Forestry, or a related field
- Work experience in park planning, forestry, urban/rural planning, or related

Duration: 4-6 months based on availability of applicant (April to October)

Hourly Rate: \$21.35 (2023 Rate)

Please visit www.brant.ca/jobs to apply for this job opportunity.

The application deadline is **Friday April 5th, 2024 @ 9:00a.m.**

Date of Posting: **Tuesday March 26th, 2024.**

The County of Brant is committed to providing accommodations for persons with disabilities. Accessibility accommodations are available for all stages of the recruitment process. If contacted for an employment opportunity, please advise the County if you require accommodation.

We thank all applicants and advise that only candidates to be interviewed will be contacted. Personal information submitted is collected under the Municipal Freedom of Information and Protection of Privacy Act.