

New

Ministry

Infrastructure

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Senior Land Use Planner

Requested Class

Program Services 4

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Properties/Asset Management/Land Planning

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Manager, Land Planning North

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The position provides professional planning duties and is accountable for supporting Infrastructure's acquisition of needed properties, transfer/disposal of surplus properties and land use planning support for capital projects in northern Alberta and the City of Edmonton. The position also supports the Manager and Director in ongoing delivery of the Edmonton Transportation/Utility Corridor (TUC) program.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

The position supports the Manager and Director by performing the preparation and drafting of instructions and documents to acquire properties, transfer and dispose of surplus properties. Identifies issues and seeks solutions where Infrastructure's initiatives impact other entities who have registered (or non-registered) interests or rights in properties to be acquired, disposed or developed. Supports plans to designate Infrastructure's properties for various capital projects, public roads, utility corridors and other reserves.

The position also ensures the processing of Ministerial Consents to approve the construction of highways, power lines, pipelines and other activities within the TUC. The position is given responsibility to coordinate non-routine projects which have more complex and sensitive natures. Gives advanced support for responses to municipal notices and development activities adjacent to Infrastructure's properties.

The position supports the above activities by preparing and drafting decision-making documents for Director and Manager's signature such as letters, memorandums, Ministerial Consents, related briefing notes, revision or rejection letters and other memorandums. Responsible for coordinating project files with completeness, integrity and milestone steps.

Land Acquisition Projects

Prepares and drafts documents for Infrastructure's acquisition of land for capital projects. Prepares due diligence steps and drafts project request forms and memorandums to instruct needed property acquisitions. Consults with staff from Infrastructure to clarify and confirm land needs, identify and interpret property encumbrances and other details. Identifies suitable sites based on knowledge and experience with land use planning. Arranges and provides Management with project background information.

Land Disposition Projects

Prepares and drafts documents for Infrastructure's surplus land transfer and disposition projects. Prepares due diligence steps and drafts instructions to dispose which reduce ownership costs of unused property assets and generates sale revenues. Identifies if surplus land is suitable for a proposed capital project that could utilize the site. Determines whether the subject lands can be disposed of "as is" or requires further value-added planning input prior to sale (subdivision, lot consolidation, lot boundary changes, utility rights of way, changes in servicing, etc.). Arranges and provides Management with project background information, analyses and recommendations for further actions.

Real Property Governance Act

For properties being offered to Infrastructure under the Real Property Governance Act (RPGA), the position provides planning analysis and recommendations to support the RPG Sector Planner and Management to come to a decision to accept the property for government use or disposal, or to reject the offer to transfer. Such analyses may require coordination between government consolidated entities, such as School Divisions, Post Secondary Institutions, health facilities, as well as other government ministries.

Capital Projects

Supports Management with land use planning expertise for capital project development or redevelopment activities in northern Alberta and the City of Edmonton. Reviews and gives advice on issues of municipal zoning bylaws, Area Structure Plans and Servicing/Development Agreements with municipalities and utility operators. Works with capital project leads and Management to designate Infrastructure's properties for various capital projects, public roads, utility corridors and other reserves. These decisions result in developed and non-developed properties being retained or transferred to other end-user entities (eg. other government departments and municipalities).

TUC Program

Assists Management with delivery of the Edmonton TUC program. Drafts and facilitates Ministerial Consents to enable construction of needed highways, utility services and other activities within the TUC. Determines if a Ministerial Consent application is complete and acceptable. Coordinates decision-making processes with other provincial regulatory bodies (Alberta Utilities Commission and Alberta Energy Regulator) for non-routine or complex applications. Issues decision letters outlining deficiencies in applications and requests required information. Reviews post-construction compliance steps to support file completion. Reviews Secondary Land Use applications, municipal zoning, and practices related to the same. Reviews TUC component plans for adequacy, need and efficient design. Performs planning studies which identify surplus properties to be removed from the TUC and later sold.

Referral Function

Property Notices - as needed, gives advanced support in analyzing and responding to notices or referrals related to proposed acquisitions, developments, disposals, municipal tax notices or maintenance issues near or on Infrastructure's properties.

Municipal Subdivision and Development Referrals - as needed, gives advanced support in analyzing and

responding to subdivision and development activities adjacent to Infrastructure's properties. Assists the Manager with reviewing municipal zoning bylaw amendments, development permits, Area Structure Plans and Servicing Concept Design Briefs. Where required, retrieves and reviews encumbrances registered against property titles which may impact property acquisitions, developments or disposals. Provides background information on government owned property affected by various proposals. Responds to municipalities, consultants and developers where their changes in land use could result in negative impacts to Infrastructure's properties.

Other Responsibilities

Inquiries from Management - supports and responds to inquiries from management in the form of Action Requests, briefing notes, proposed policy directions, or requests for background information on emails, meetings, etc. Assembles and assesses background information related to requests for information or decision.

Acting Manager - When the Planning Manager is away, it is expected that the Position will fill the manager position on an acting basis in a non-expenditure officer role. This will involve providing direction to staff, approving briefing notes and other materials, and responding to incoming action requests or other inquiries.

Coordinates projects through numerous government departments, including Property Management, Realty Services, Technical Services Branch, Inventory, and Finance.

Problem Solving

Typical problems solved:

The position must handle complex challenges to achieve timely and successful completion of Infrastructure's land related projects. Where the position identifies challenges to a project, independent analysis, problem solving and actions will be taken, with the Managers awareness. Must be able to judge where the magnitude, complexity or sensitivity of non-routine issues needs advice, instruction or a decision from management. As needed, advice and recommendations will be given to Management on non-routine matters or those which trigger delegated authorities or expenditures.

The position must have superior organizational, prioritizing and communication skills. Must be able to work independently, in teams and demonstrate professional conduct in written reports and verbal communications. Must be able to understand and respond to typical stakeholder requests, concerns, or inquiries with timing and professionalism. Effectively carry out site inspections and meetings with stakeholders to identify and resolve issues.

Types of guidance available for problem solving:

Relevant legislation, policy, innovation and sound business and planning practices will be applied in finding solutions to challenges.

Through exposure to management and/or training opportunities, the position will demonstrate superior analytical, negotiation and problem-solving skills.

Direct or indirect impacts of decisions:

The position provides input, analysis and information for Infrastructure decision-making processes affecting property acquisitions, dispositions, preparations for capital projects and TUC program delivery. The position enhances Infrastructure's ability to deliver timely and successful land related projects. Thorough due diligence activities in support of key decisions, reduces risks of delays and hidden conflicts.

Key Relationships

Major stakeholders and purpose of interactions:

The position maintains collaborative relationships with key stakeholders. Communicates daily with internal, external stakeholders, including various public and private sector project proponents as necessary to ensure files are properly processed. Works with Land Planning managers and other staff on a

daily basis to ensure that files are organized, prioritized and processed according to legislation, policies and sound business practices. Gathers, analyzes information and seeks advice and instruction from management for problem-solving or prioritizing as necessary.

The position does not have a supervisory role, but may mentor the Land Use Planner in the work unit.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Other		

If other, specify:

Land Use Planning or related field.

Job-specific experience, technical competencies, certification and/or training:

Membership, or eligibility for membership in Alberta Professional Planners Institute, Canadian Institute of Planners

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Considers inter-relationships and emerging trends to attain goals: • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences	Demonstrates a sound understanding of project goals and the various business and legal means to achieve them.
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Focuses on continuous improvement and increasing breadth of insight: • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices	Strives to find common ground with others. Demonstrates a sound understanding of which issues can be resolved at this level and those needing direction from management.
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works in a changing environment and takes initiative to change: • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change	Is flexible and proactive in dealing with multiple projects and competing time limitations.

		<ul style="list-style-type: none"> • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Facilitates open communication and leverages team skill: <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	Works cooperatively with others to achieve optimal solutions for various projects and initiatives.

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

024PS37 - Environmental Assessment Coordinator

024PS61 - Senior Accommodation Planner