



Edmonton Catholic Schools is now accepting applications for the position of Senior Division Planner

Position Overview:

The Senior Division Planner provides planning advice and expertise to the Division in the areas of land use planning; capital planning; educational facilities; student accommodation and transportation; program distribution; leases and rentals. The job conducts research, assesses, analyses, and maintains data to support the Division's strategic planning initiatives. The job collaborates with Facility Services to provide services in support of other departments. The job represents the Division to other school jurisdictions, City of Edmonton, Alberta Education and Alberta Infrastructure.

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Primary Responsibilities:

- Assist in preparation of the Three-Year Capital, Ten-Year Facilities and Modular Plans
- Assist in implementation of projects and make recommendations to senior administration
- Prepare recommendations for the Board of Trustees
- Interpret demographic data and trends in terms of implications to the Division.
- Identify capital priorities and submit requests for funding to the Government of Alberta
- Review, compile and evaluate Division information sent to Alberta Infrastructure and Alberta Education
- Ensure site preparation work, including zoning, sub-division and site design is complete to facilitate new school construction
- Draft, review and interpret land use bylaws, municipal development, area structure, concept and development plans
- Assist with identification of long-term requirements for potential school sites
- Monitor, compile and provide accurate and timely information regarding residential development
- Represent the Division's interests to the City of Edmonton, Government of Alberta (GOA) and private sector in reviewing proposed development plans, planning policies and legislation
- Liaise with Division staff, other agencies and stakeholders
- Identify gaps and conduct needs assessment
- Conduct research, analyze data and write reports
- Communicate findings using a variety information packaging formats and tools
- Modify highly technical information to appropriate level for target audience
- Present information to Division staff, Board of Trustees and the general public
- Interpret information, provide guidance in decision making
- Respond to questions and enquiries
- Support the department through data analysis and mapping

Please email a letter of interest and resume, including three professional references by 11:59 AM, Friday, September 20, 202 by clicking [here](#).

We thank all candidates for their interest. Only applicants selected for an interview will be contacted.

- Support initiatives such as capital planning, program and boundary reviews
- Assist with monitoring student distribution and school utilizations
- Work within student information databases and systems
- Create graphs, maps and applications to support initiatives
- Manipulate and extrapolate external data sources to support and enrich projects
- Manage the budgets including revenue and expenditures
- Collaborate with the supervisor in reviewing, monitoring and maintaining the rental rate structure
- Generate revenue reports including trend analysis
- Review Joint User Agreement (JUA) revenue ensuring accuracy and alignment with what is being used
- Work with Facility Services in reporting and reconciling financial data
- Manage the development of lease agreements
- Generate quarterly reports for the Superintendent, Chief Superintendent and Board of Trustees
- Consult and advise principals, Division staff, school councils, City of Edmonton, Edmonton Public Schools and Edmonton Francophone and community representatives
- Lead project-specific engagement and consultation processes relating to student accommodation plans and strategies in collaboration with department and Division staff as needed
- Develop and implement student accommodation plans and strategies including new neighborhoods and changes in use of existing schools
- Advise on the use of space to accommodate Division programs and other activities
- Provide information and advice in areas such as neighborhood demographics, pre-enrolment processes, enrolment limits and forecasting
- Modify highly technical information to appropriate level for target audience
- Participate on cross-Division activities
- Provide input into the Division's policy development process
- Recommend changes to guidelines and procedures
- Represent Division interests in meetings with the City of Edmonton, GOA, Edmonton Public Schools and other educational jurisdiction
- Participate in presentation development and delivery for planning projects
- Compile information and participate in community consultation meetings
- Participate in department and unit meetings
- Participate in short- and long-term strategic and operational planning
- Provide cover-off during team absences
- Respond to issues in the absence of the manager
- Maintain membership in professional planning bodies
- Maintain technical expertise through a range of professional development activities
- Maintain a working knowledge of Geographic Information Systems and how to effectively represent and analyze data through mapping

Qualifications and Competencies:

- Degree in Planning, or related area, plus five years directly related experience
- International Association for Public Participation Certificate/training is considered an asset
- Knowledge of research and statistical analysis principles and methodologies.



- Knowledge of planning theory, principles, systems and processes; evaluation processes; consultative processes; information systems; existing municipal government policy and procedures.
- Knowledge of project management principles and practices.
- Knowledge of information management principles and practices including Freedom of Information and Protection of Privacy (FOIP) Legislation.
- Knowledge of the Division's policies and operations of the educational system.
- Understanding of Geographic Information System mapping techniques
- Knowledge of safe work environments and awareness of Occupational Health and Safety regulations
- Understanding of accounting principles, financial policies and procedures and awareness of Public Sector Accounting Standards (PSAS) considered an asset
- General knowledge of the Division's and department's operations, business, goals and objectives
- Superior oral communications skills and written skills
- Strong time management and the ability to balance conflicting priorities
- Strong collaborative skills and the ability to participate on multi-disciplinary teams
- Strong interpersonal communications skills and the ability to develop and maintain a network of professional contacts
- Strong research skills with the ability to gather and synthesize relevant data, literature and stakeholder or expert opinion to provide advice
- Strong analytical skills for: undertaking research and developing recommendations independently; managing the consultative processes
- Ability to summarize technical information, advise decision makers, colleagues, stakeholders and other audiences in writing or through presentations
- Ability to relate to a wide range of stakeholders
- Attention to detail and the ability to work with numbers

