

Position: JUNIOR PLANNER [ENTRY LEVEL POSITION]
Term: Full Time
Location: Newmarket, Ontario
Issued: 21 November, 2019
Deadline: 20 December, 2019 (5:00 pm)

THE POSITION:

LARKIN+ is looking to add a valued member to our growing consultancy. We are currently seeking a JUNIOR PLANNER [ENTRY LEVEL POSITION]. Working with our staff, you will be working as part of an energetic, collaborative team and be provided with opportunities to demonstrate your initiative, while developing your professional / technical skills. The position requires a highly motivated, flexible, enthusiastic team player with capable problem solving skills; an individual willing to not only take direction, but also perform their duties as a self-starter.

An understanding of land use planning policy documents and municipal approvals process is also considered an asset. Some evening work may be required to support the planning team, along with occasional travel to project sites. We offer a comprehensive benefits package to our employees, along with competitive compensation rates.

RESPONSIBILITIES...

- ✓ Assisting senior staff with all aspects of development applications as directed, such as completing development applications, conducting research on potential development sites, coordinating meetings with sub consultants, attending meetings as needed;
- ✓ Research on relevant planning policy (Provincial, Regional, Municipal, etc.);
- ✓ Assisting staff with the development of designs at various stages of the project life cycle;
- ✓ Attend site visits at all stages of the project life cycle;
- ✓ Liaison with "Project Team" members and client(s);
- ✓ Preparing agenda / minutes for planning related meetings; and,
- ✓ Perform other duties as required which may include:
 - ▶ Occasional assistance with front line reception duties such as greeting clients, answering phones, courier duties etc.;
 - ▶ File organization, photocopying, delivery / pickup printing;
 - ▶ Managing social media and website content; and,
 - ▶ Other general administrative support as needed.

QUALIFICATIONS...

REQUIRED...

- ✓ Undergraduate / Post Graduate Degree Urban Planning, or other closely related field;
- ✓ Demonstrated interest in, and working toward your Professional Membership in...
 - ▶ Ontario Professional Planners Institute (OPPI);
 - ▶ Canadian Institute of Planners (CIP);
- ✓ Strong technical writing, communication skills;
- ✓ Ability to take direction and execute responsibilities competently;
- ✓ Demonstrated ability to respond to multiple, conflicting and shifting priorities and deadlines;
- ✓ Capable of being a team player, working as a member of various multidisciplinary teams;
- ✓ Strong knowledge of computer applications within a Windows environment with an emphasis on Microsoft Suite;
- ✓ Type G Driver's license with access to a vehicle.

ASSET (OPTIONAL)...

- ✓ Design experience, including presentation software types such as the Adobe Suite, Photoshop, Sketchup and 3D computer modeling applications; and,
- ✓ Previous experience in land use planning (policy, process).

THE COMPANY ...

LARKIN+ Land Use Planners Inc. (LARKIN+) is a professional land use planning consulting practice providing services to public and private sector clients located across a diverse geographic area. Established in 1996 in the Town of Newmarket Ontario, our projects are generally concentrated in southern Ontario.

***Our PHILOSOPHY...** is one of inclusion, whereby we believe that all voices need to be heard so that a proper planning solution can be achieved.*

***Our APPROACH...** is to achieve consensus wherever possible amongst the various stakeholders in the planning process.*

***Our FOCUS...** is to provide detailed research and objective analysis to determine optimal solutions for our clients.*

We work closely with all interested parties involved with our projects to identify planning solutions that meet project goals and adhere to good planning principles. Our urban planning and design consultancy delivers results for our clients pertaining to their land use planning projects from the formulation and interpretation of land use planning policy to detailed site planning exercises.

GENERAL INFORMATION...

BUSINESS HOURS 8:30 am TO 4:30 pm (Flexible),
Monday to Friday
WORK WEEK [TYPICAL] 37.5 hours (7.5 hours /day)
PAY BASIS | AMOUNT Salary | To be determined
PAY PERIOD Monthly
EMPLOYMENT TYPE Permanent (Full Time)
COMPANY BENEFITS Provided (Per Company Policy)
SALARY RANGE. Commensurate with experience
REPORTING TO Managing Associate

TO APPLY...

Send your CV and cover letter to Ms. Michele Freethy, RPP, Associate, mif@larkinplus.com with "JUNIOR PLANNER" in the subject line. Your cover letter should explain your interest in land use planning.

Please be advised, only candidates selected for an interview will be notified.

Thank you for your interest in LARKIN+.