

Position: JUNIOR PLANNER
Term: Full Time
Location: York Region + Southern Ontario
Issued: 10 February 2022
Deadline: 28 February 2022 (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 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 / County, Municipal, etc).
- ✓ Assisting staff with the preparation of report graphics.
- ✓ Attend site visits at all stages of the project life cycle.
- ✓ Prepare, manage, and maintain project status reports.
- ✓ Liaison with "Project Team" members and client(s).
- ✓ Organize project & team meetings, including preparing agendas, meeting minutes / notes.
- ✓ 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.
 - ▶ Other general administrative support as needed.

QUALIFICATIONS...

REQUIRED...

- ✓ Undergraduate / Post Graduate Degree Urban Planning, or other closely related field;
- ✓ 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, AutoCAD, GIS Software, and 3D computer modeling applications; and,
- ✓ Previous experience in land use planning (policy, process).
- ✓ OPPI Membership is preferred.

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...

POSITION: JUNIOR PLANNER
EXPERIENCE: 0 – 2+ yrs [ENTRY+ POSITION]
BUSINESS HOURS 8:00 am TO 5:00 pm (Flexible),
Monday to Friday
WORK WEEK [TYPICAL]: 40.0 hours (8.0 hours /day)
WORK ENVIRONMENT: Mixed [Office & Virtual]
SALARY RANGE: \$60,000 to \$70,000
PAY PERIOD: Monthly
EMPLOYMENT TYPE: Permanent (Full Time)
COMPANY BENEFITS: Provided (Per Company Policy)
REPORTING TO: Planning Manager

TO APPLY...

Send your CV and cover letter to Ivanka (Joan) Scott, Office Manager, ijs@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+.