

**Position:** INTERMEDIATE PLANNER  
**Term:** Full Time  
**Location:** York Region + Southern Ontario  
**Issued:** 2023-01  
**Deadline:** OPEN

**THE POSITION:**

LARKIN+ is looking to add a valued member to our growing consultancy. We are currently seeking an INTERMEDIATE PLANNER. 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 necessary. 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...**

- ✓ Conduct research on potential development sites, coordinating meetings with sub consultants, attending meetings as needed.
- ✓ Research on relevant planning policy (Provincial, Regional / County, Municipal, etc).
- ✓ Assist in the preparation and management of applications comprising a wide range of traditional and non-traditional development projects.
- ✓ Prepare planning rationale and highest and best use reports and various supporting studies.
- ✓ Present development proposals to municipal Committees and Councils.

**QUALIFICATIONS...**

**REQUIRED...**

- ✓ Undergraduate / Post Graduate Degree Urban Planning (or related).
- ✓ Registered Professional Planner (RPP) in OPPI is preferred.
- ✓ Knowledge of the changing planning legislation in Ontario.
- ✓ Demonstrated ability to manage & respond to multiple, conflicting, and shifting priorities and deadlines.
- ✓ Self motivated, work well with others, solves problems effectively.
- ✓ Able to work effectively / cooperatively as a member of a team.
- ✓ Effective time management & communication skills.
- ✓ Excellent written and oral communication.
- ✓ Strong research & analytical skills. Able to identify and extract critical information from municipal, regional and provincial land use policy documents.
- ✓ Positive, enthusiastic, hands-on approach with a strong bias to client service
- ✓ 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.

**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.*

- ✓ Assisting staff with the preparation of report graphics.
- ✓ Attend site visits at all stages of the project life cycle.
- ✓ Project Management / assistance duties including:
  - ▶ Provide project co-ordination
  - ▶ Liaison with "Project Team" members and client(s).
  - ▶ Oversee / assist to organize project & team meetings, including preparing agendas, meeting minutes / notes.
  - ▶ Oversee / assist in preparation, management, and maintenance of project status reports.
  - ▶ Organize workload, direct junior staff, and respond to multiple, conflicting and shifting priorities and deadlines.

**GENERAL INFORMATION...**

**POSITION:** INTERMEDIATE PLANNER  
**EXPERIENCE:** 4+ yrs  
**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:** \$ 68,170 to \$ 82,396  
**PAY PERIOD:** Monthly  
**EMPLOYMENT TYPE:** Permanent (Full Time)  
**COMPANY BENEFITS:** Provided (Per Company Policy)  
**REPORTING TO:** President

**TO APPLY...**

Send your CV and cover letter to Ivanka (Joan) Scott, Office Manager, [ijs@larkinplus.com](mailto:ijs@larkinplus.com) with "INTERMEDIATE 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+.