



Position Title: Climate Action and Policy Planner

Competition #2024-U10

Number of Positions: 1

Work Schedule: Monday to Friday, 35hr Work Week, with the potential to participate in the Modified Work (flex) Program

The Town of Sidney, located on the Saanich Peninsula, is a vibrant waterfront community with a population of over 12,000. The Town provides a high energy, creative, and collegial work environment that supports balanced professional and personal activities.

The Town invites those who share our values of *Excellence in Public Service* and *Teamwork* to apply for this amazing opportunity.

Reporting to the Director of Community Planning, this position will focus on the development, implementation, and maintenance of municipal planning policy with a dual focus on long-range planning policy initiatives and climate action projects that lead to the reduction of GHG emissions, climate change mitigation and climate change adaptation in Sidney. Key tasks for the position will be to support the development and implementation of planning documents that support these goals, including the Town's Official Community Plan, Zoning Bylaw, Economic Development Plan, and the Climate Action Plan, as well as bringing a long-range planning policy and climate action perspective to other documents, projects, and initiatives. This position may also be responsible for supporting broader capacity-building and knowledge-sharing activities and deliverables, as required.

This position requires a high degree of time management and organizational skills to work effectively in a busy office environment. Strong communication and interpersonal skills are required to facilitate inter-department information sharing, collaboration, and project assistance. The capability to work in a team-oriented environment and maintain effective working relationships with stakeholders is required. This position also requires the capability to work independently, multi-task, and take initiative.

To be considered for this position, applicants should have the following qualifications:

- Post secondary education in engineering, planning, environment, sustainability, science or equivalent, supplemented with relevant project management and leadership experience.
- Minimum of 5 years' experience in the field of engineering or municipal planning, including a minimum of 3 years' experience in climate action and/or adaptation or sustainability initiatives.
- Demonstrated understanding of climate change issues and sustainable development within the context of municipal government.
- Possession of a valid class 5 B.C. Drivers' License.

Legally able to work in Canada is a requirement of this position.

The following additional qualifications would also be beneficial:

- Certified Energy Manager or similar designation.
- Eligible for membership in the Planning Institute of British Columbia (PIBC) or Canadian Institute of Planners (CIP).
- Equivalent combination of training and experience.

This is a regular, full-time CUPE Local 374 position with a 2024 rate of \$43.21/hour and an excellent benefits package. A detailed job description is available on the Town's website at [Sidney.ca](https://www.sidney.ca).

Please submit any accommodation requests when you apply or at any point during the competition process. If you are selected and hired, and require immediate accommodation, please advise Human Resources at the time of offer to begin the accommodation process.

Please submit your cover letter and resume to the attention of Human Resources, quoting **Competition #2024-U10 Climate Action and Policy Planner**, to careers@sidney.ca.

Posting will remain open until filled.

Review of applications begins on Monday, January 6, 2025.

We thank all applicants for their interest, however, only those selected to participate in the competition process will be contacted.