

Ministry: Islands Trust
Branch: Local Planning
Location: Victoria

Working Title:
Level:
NOC Code:

Planner
Range 21
2153

PRIMARY FUNCTION

To conduct land-use planning activities on behalf of Senior Planner(s), Local Trust Committees and boards.

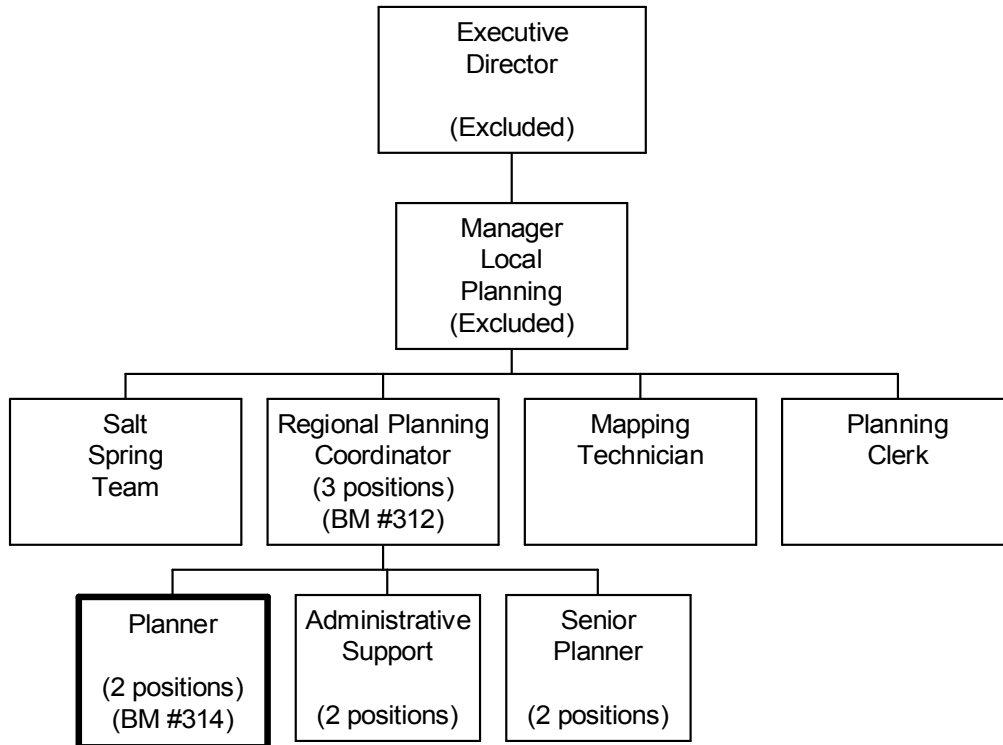
JOB DUTIES AND TASKS

1. Provides guidance to a Local Trust Committee (LTC) area
 - a. develops, drafts and facilitates consideration and adoption of land-use bylaws, permits and covenants
 - b. provides guidance in the development and consideration of permits and referrals on applications
 - c. processes new and amending bylaws and takes bylaws through the public hearing process
 - d. examines and provides recommendations on applications for rezoning, subdivisions and development in the Agricultural Land Reserve, Forest Land Reserve and Crown leases
 - e. liaises with applicants and affected parties to clarify the intent and impact of applications
 - f. administers and interprets land-use bylaws by providing information on regulations and policies
 - g. provides assistance in the investigation and disposition of bylaw infractions
 - h. prepares reports, issue papers and recommendations to brief Committee members
 - i. chairs and/or participates in meetings with elected Trustees, community groups, developers, regional officials to act as a resource and draft required documentation

2. Examines a variety of permit, development and land-use applications to ensure compliance with existing legislation, Islands Trust regulations, bylaws and approved land use plans and standards
 - a. forwards applications to the Local Committees with analysis and recommendations
 - b. provides information and guidance to the public in completing application documentation
 - c. seeks legal advice and considers opinions in preparation of reports
 - d. examines subdivision applications referred by the Ministry of Transportation and Highways to determine compliance and presents recommendations for review by the LTC
 - e. negotiates with applicants to ensure adequate parkland dedications and covenants necessary for protection of the environment or cultural artifacts
 - f. examines Crown lease applications to determine compliance with Islands Trust regulations
 - g. liaises with other government ministries and agencies to resolve issues with overlapping jurisdictions and presents recommendations to the LTC
 - h. drafts appropriate technical documentation and permits for authorizing signatures

3. Conducts planning research and analysis and provides advice to elected officials of the LTC
 - a. examines current and proposed land use and Official Community Plan (OCP) bylaws to ensure accuracy and conciseness in the proposed bylaws and to ensure such bylaws are enforceable
 - b. drafts bylaws which amend land use and subdivision bylaws, and refers bylaws to various government agencies after review by the Senior Planner
 - c. undertakes background research and provides advice in the development of OCPs, including collecting data, drafting reports and sections of plans, prepares visual materials for public meetings and attends public open houses and task force meetings as a resource person
 - d. conducts field investigations, data collection/analysis and prepares written reports for assigned special projects (e.g. review of draft Contaminated Sites Regulation)

4. Performs other related duties
 - a. provides information and responds to enquiries from the public, media and others
 - b. assembles relevant data, carries out investigation and discusses the complaint with all parties to achieve resolution
 - c. prepares written findings on issues and recommends items for review by the LTC
 - d. coordinates administrative services to Boards and Local Trust Committees
 - e. monitors the work of contractors and verifies completion of contract
 - f. monitors and reviews work allocated to staff in the mapping and drafting unit



REASON FOR CLASSIFICATION

Benchmark Job #314

Job Title: Planner

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understands the theory of community land use planning to plan, review and apply bylaws and permits, assist land use commissions and boards with land use planning activities.</p>	H	280
2	<p>MENTAL DEMANDS Judgement to apply structured study and analysis of official community plans to draft and interpret land use bylaws and permits to ensure wording and application is precise and legally enforceable.</p>	F	175
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic negotiation skills to reach agreement with land owners/developers to ensure Official Community Plan is adhered to and adequate parkland dedications and covenants are maintained.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to use computer keyboard to develop reports with some requirement for speed and to meet committee and land-use process deadlines.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by land use policies, guidelines and standards, applies accepted land use planning methods in a different way to draft, amend and prepare bylaws and permits.</p>	E	120
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to verify completed contract work.</p>	D	22.5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to control processes to ensure the quality of information meets the standards required for land use planning purposes.</p>	E	33

REASON FOR CLASSIFICATION

Benchmark Job #314

Job Title: Planner

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to monitor and review work allocated to staff in the mapping and drafting unit.	CD	14
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention for the well-being of others by ensuring parkland, environment and cultural artifacts are considered in planning processes.	C	15
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused requirement to frequently balance schedules while dealing with multiple applicant inquiries and issues.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to view computer screens and printed materials to examine land-use planning documentation.	C	12
12	SURROUNDINGS Exposure to unpleasant dealings with people upset about proposed rezoning and subdivision applications.	B	4
13	HAZARDS Limited exposure to hazards from regular driving to public or Local Trust Committee meetings to present land-use information.	B	4

Total Points: 752

Level: Range 21

JOB DESCRIPTION

Benchmark Job #409

Ministry: Various
Branch: Regional Office
Location: Various

Working Title:
Level:
NOC Code:

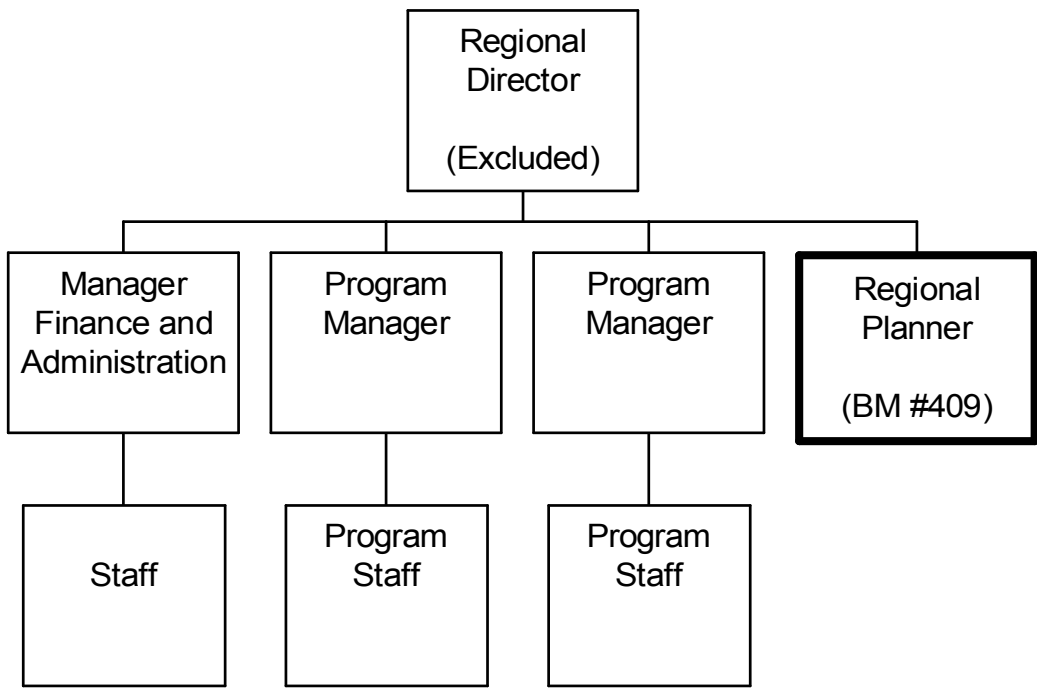
Regional Planner
Range 27
2153

PRIMARY FUNCTION

To provide advice and guidance on land use planning issues, evaluate land use proposals and develop land use policies within designated land use areas such as parks, agriculture, municipal, and rural.

JOB DUTIES AND TASKS

1. Compiles and analyzes information from diverse sources to develop regional master land use plans within a designated area and/or provide strategic advice to various land use commissions
 - a. reviews regional growth strategies, community plans, land use studies, consultant reports and other available documentation in order to integrate existing plans with a master plan
 - b. ensures consistency of land use plans with ministry objectives for parks, agriculture, forests, and related areas
 - c. consults with officials from all levels of government, First Nations representatives, stakeholders and landowners to obtain input to land use planning and facilitates public meetings
 - d. develops and defines regulatory and administrative processes to ensure orderly compilation of land use plans, adherence to legislative and procedural protocols, and implementation of bylaws
 - e. provides guidance and expertise to commissions and elected officials dealing with land use planning
 - f. compiles results of research and consultations to produce formal reports, strategies and plans for approval by commissions, elected officials, and/or internal ministry management
 - g. modifies and adjusts land use plans based on emerging political, legal and environmental influences
2. Coordinates special projects on land use planning issues
 - a. evaluates detailed development and project proposals including an assessment of the physical, economic, social and environmental impacts
 - b. assesses the extent to which the proposals conflict with existing land use plans (e.g. a new highway through an existing park or land reserve) and determines potential alternatives to mitigate impact
 - c. prepares reports detailing background, observations, options and proposed recommendations
 - d. acts as a liaison between stakeholders and government to communicate concerns
 - e. provides technical advice to ministry and/or contracted research staff
 - f. interprets legislation and policy relating to the specific land use planning issue
3. Reviews and develops land use planning policies
 - a. evaluates the application of existing policies to land use issues and develops issue specific policies
 - b. reviews policies being developed by other jurisdictions and assesses impact on land use plans
 - c. recommends legislative changes to headquarters or centralized planning units
 - d. provides guidance on the design and management of local government structure planning processes
4. Performs other related duties
 - a. drives a vehicle to conduct field inspections
 - b. administers restructuring and related grant monies used for land use studies
 - c. represents the government at meetings and serves as a member on various committees
 - d. adapts standardized contract language and initiates requests for proposals for contractors to examine specific land use issues
 - e. prepares program support materials, public education information, fact sheets and other materials



REASON FOR CLASSIFICATION

Benchmark Job #409
Job Title: Regional Planner

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the theory of land use planning to provide consultation and advice on land use planning issues, review and assess development proposals and prepare comprehensive reports and recommendations on land use issues.</p>	H	280
2	<p>MENTAL DEMANDS Judgement to plan and organize processes to develop land use plans, evaluate development proposals, develop land use planning policies, assess the impact of proposals and provide strategic advice to land use commissions.</p>	H	250
3	<p>INTERPERSONAL COMMUNICATIONS SKILLS Persuasion required to use basic negotiation skills to facilitate group consensus and compromise on land use issues.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to drive to field site locations.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by legislation, standards and master plans related to land use planning, develops regional land use plans, determines opportunities to mitigate impact on proposed development activity, guides processes to facilitate input on issues and modifies land use plans to deal with changing circumstances.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Significant financial responsibility to adapt standardized contract language.</p>	E	33
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to control processes to ensure the quality of information meets the standards required for land use planning purposes.</p>	E	33

REASON FOR CLASSIFICATION

Benchmark Job #409

Job Title: Regional Planner

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to assign, monitor and review work of staff participating in land use planning initiatives (up to 5 FTEs).	CD	14
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention for the well being of others by ensuring that land use plans consider environmental, economic and social impacts.	C	15
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused requirement to frequently coordinate multiple proposals and land use planning issues.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention on reports and documents.	C	12
12	SURROUNDINGS Exposure to regular unpleasant dealings with upset or angry people that have conflicting interests in land use issues.	B	4
13	HAZARDS Limited exposure to hazards from regular driving to public meetings and field site locations.	B	4

Total Points: 877

Level: Range 27

JOB DESCRIPTION

Benchmark Job #203

Ministry: Environment, Lands and Parks
Branch: HQ Planning and Conservation
Location: Victoria

Working Title: **Master Planning Coordinator**
Level: Range 30
NOC Code: 2153

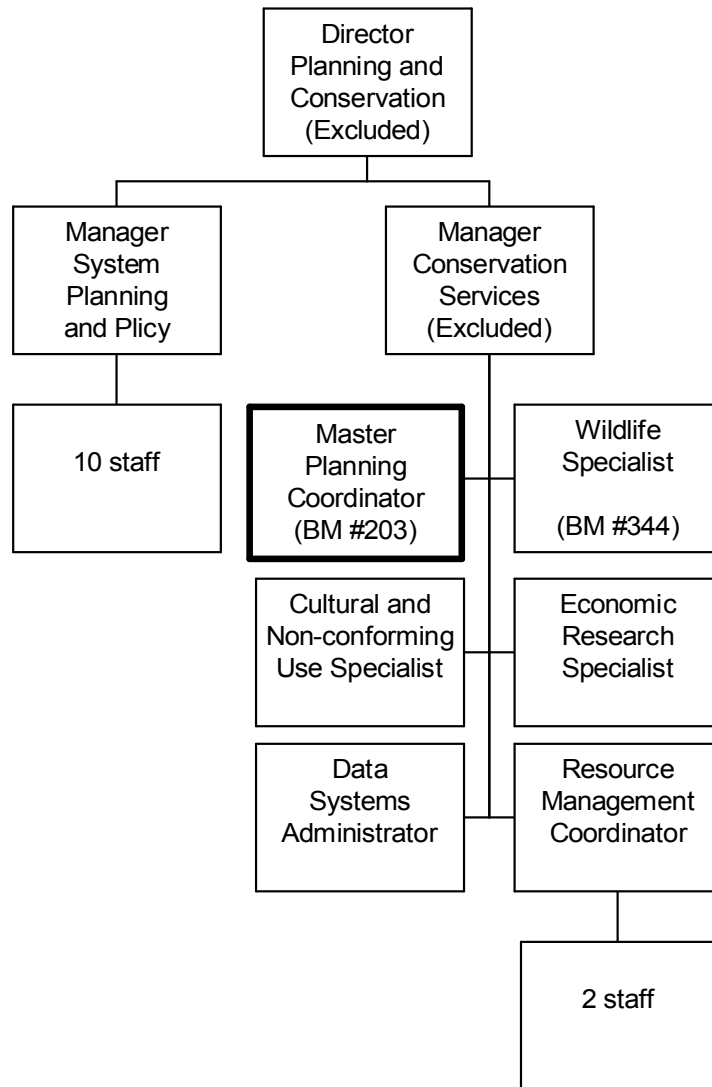
PRIMARY FUNCTION

To plan and coordinate the BC Parks management planning program, formulate policies and guidelines for management plans and coordinate and maintain the BC Parks outdoor recreation inventory process.

JOB DUTIES AND TASKS

1. Coordinates the BC Parks management planning program
 - a. plans, develops, recommends and interprets for BC Parks senior management and Ministry staff the policies required to prepare and develop park, recreation area and ecological reserve management plans
 - b. reviews and evaluates provincial park recreation and conservation programs
 - c. determines, defines and interprets methods, content and procedures for the development, review and approval of provincial park and ecological reserve management planning studies and makes recommendations to senior management for implementation by Ministry staff
 - d. provides direction and advice to regional and district staff on project terms of reference and the production of planning studies
 - e. coordinates province-wide park and ecological reserve management planning activities and recommends to senior management the overall priorities for the program
 - f. evaluates and recommends approval of individual park and ecological reserve plans before sign-off by the Minister or ADM
 - g. defines standards for planning procedures and products and ensures that consistent standards are achieved by Parks Planners
 - h. develops, maintains and interprets the BC Parks master plans manual
 - i. conducts special master planning projects to assist field programs
2. Coordinates the recreational land inventory process for parks and recreation areas
 - a. conducts training and provides advice to regional staff conducting inventories and reviews studies to ensure compliance with provincial standards
 - b. recommends provincial priorities for land inventory
 - c. coordinates, assigns and reviews work of project staff
 - d. monitors and evaluates contractors' work
 - e. monitors other agencies' recreation inventories to avoid duplication
3. Participates in workshops, conferences and various public information activities
 - a. prepares technical papers for public release
 - b. conducts public lectures and presentations
 - c. represents BC Parks planning at meetings and conferences where controversy may arise
4. Perform other related duties
 - a. prepares and presents training sessions on management planning and public participation to divisional staff
 - b. organizes, controls and updates files for master park plans, photographs and maps and maintains computer backup or off-site hard copy storage of materials
 - c. provides cost data for budget development for master plan printing (\$25,000 per year) and planning projects
 - d. arranges for vehicle, boat and aircraft rentals for reconnaissance purposes
 - e. participates in field trips to develop parks plans
 - f. requisitions photographic supplies

ORGANIZATION CHART
Benchmark Job #203



ORGANIZATION CHART
Benchmark Job #203

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand all related issues of a significant parks management planning program to provide authoritative advice on the parks, recreational areas and ecological reserves, and plan and coordinate province-wide development of parks management plans.</p>	I	305
2	<p>MENTAL DEMANDS Judgement to evaluate effectiveness of parks management planning activities and develop improved planning standards, plan, develop and interpret policies, and recommend overall priorities to senior management.</p>	H	250
3	<p>INTERPERSONAL COMMUNICATIONS SKILLS Persuasion is required to use basic negotiation skills to represent the Ministry in controversial discussions with public, special interest groups.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to drive vehicles on field trips.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by ministry policies and standards, provide significant policy advice to all regions and headquarters staff and define provincial parks management planning standards.</p>	G	190
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to provide cost data for budget development (printing and planning project costs).</p>	D	22.5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to control processes which ensure the quality of recreation land inventory information against provincial standards.</p>	E	33

ORGANIZATION CHART
Benchmark Job #203

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to coordinate, assign and review work of project staff (6 to 10 FTEs).	CE	15
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Significant care and attention to coordinate the compilation of the provincial Master Parks Management Plan to guide development of recreational and conservation activities for the well-being of the public.	D	25
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently read research material, microfiche, view air photos and compile reports.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to computer screens or printed material.	C	12
12	SURROUNDINGS Exposure to regular overnight travel to present training sessions to regional staff.	B	4
13	HAZARDS Limited exposure to hazards from occasional field trips to remote park areas.	B	4

Total Points: 932.5

Level: Range 30

Ministry: Government Services
Branch: Land Use Coordination Office (LUCO)
Location: Victoria

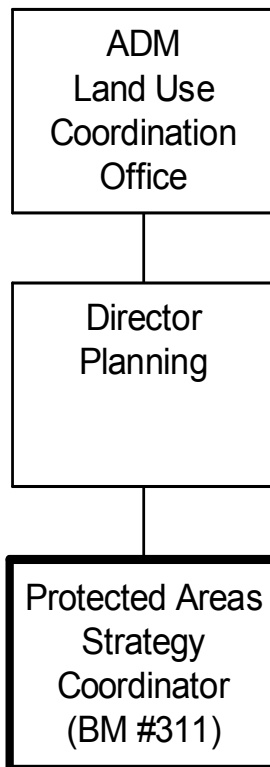
Working Title: **Protected Areas Strategy Coordinator**
Level: Range 30
NOC Code: 2153

PRIMARY FUNCTION

To provide technical leadership and policy coordination in the implementation of the province's strategic land-use planning initiatives, with special emphasis on the Protected Areas Strategy (PAS).

JOB DUTIES AND TASKS

1. Leads and directs provincial-level planning project teams of staff/senior managers (1+ to 5 FTEs)
 - a. establishes teams/committees and develops terms of reference, work plans and priorities
 - b. coordinates, conducts and chairs team meetings
 - c. develops policy and planning processes to meet government's strategic land use priorities such as planning processes for Central Coast and Okanagan-Shuswap Regions
 - d. coordinates additional non-government organization and public input to planning projects and recommendations
 - e. directs preparation of project reports for submission to Senior Executive/Cabinet
2. Guides, coordinates and evaluates the work of inter-agency Regional Protected Area Teams (RPATs)
 - a. reviews existing regional gap analyses to ensure they meet established policy and technical standards and PAS goals and objectives to meet the requirements of Cabinet, the Deputies' Committee on Land Use, the ADM's committee and public expectations
 - b. works with RPATs to complete gap analyses to ensure consistency and coordination across the province and to maintain the provincial amount of area protected and under study at 18%
 - c. coordinates technical work within eco-sections that cross regional administrative boundaries
 - d. ensures conservation biology principles are considered in the design and management of protected areas
 - e. informs RPATs, inter-agency management committees and senior executives of technical and policy issues and initiatives
 - f. maintains PAS policy development status and records to enable retrieval of provincial summaries
3. Leads and coordinates LUCO planning involvement in intra-and inter-government committees
 - a. represents LUCO on the federal-provincial Marine Protected Areas Working Group
 - b. chairs the Marine Protected Areas (MPA) Working Group of the BC/Washington Environmental Cooperation Council, and prepares documents, briefing materials and presentations outlining strategy
 - c. organizes the establishment of policy teams and technical teams
 - d. coordinates involvement and input of regional and headquarters inter-agency staff, relevant federal agencies and NGOs during strategy development and implementation
4. Recommends improvements to land-use policy, standards and procedures
 - a. proposes, develops and implements any policy changes or technical changes to the Protected Areas Strategy, including acceptable uses and the setting of targets
 - b. reviews, analyzes and interprets current land use policy and standards
 - c. reviews draft policies for consistency and ability to achieve government's land use priorities
 - d. coordinates inter-agency input and responses to policies and initiatives
 - e. consults and develops co-operative working relationships with the staff, managers and senior executive of other agencies to enhance the exchange of information and ideas
 - f. prepares Cabinet briefings that review, analyze and make recommendations on inter/intra-governmental land use policy and program decisions and/or planning priorities.
5. Performs other related duties
 - a. initiates and adapts contracts and RFPs, and directs consultants and/or contractors
 - b. represents LUCO on various agencies and teams, and at public meetings
 - c. coordinates and conducts workshops and meetings



ORGANIZATION CHART

Benchmark Job #311

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand all related issues of a significant Protected Area Strategy program to provide authoritative advice on land use planning initiatives, and develop provincial land-use policy and planning processes.</p>	I	305
2	<p>MENTAL DEMANDS Judgement required to conduct long term land use planning where past trends cannot be relied upon to develop strategic land use planning initiatives for the protected areas strategy.</p>	I	300
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic negotiation skills to gain consensus agreement with other non-government agencies during provincial land-use strategy sessions.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to drive vehicles to attend public meetings and workshops.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by branch policies on land-use planning and technical planning standards and processes, evaluate existing protected areas strategy policies and recommend improvements to policies and standards.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Significant financial responsibility to adapt pre-approved language to prepare and initiate contracts.</p>	E	33
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to control information dissemination to the public and representatives of other agencies in the protected area land-use planning process as a representative of the Land Use Coordination Office.</p>	D	22.5

ORGANIZATION CHART
Benchmark Job #311

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to assign, monitor and examine the work of project staff (1+ to 5 FTEs).	CD	14
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention for the well being of others to coordinate land use planning policies and processes, which will maintain public utilization or protection to the environment.	C	15
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused requirement to frequently coordinate multiple project schedules for land-use planning of protected areas.	C	12
11	PHYSICAL EFFORT Moderately physical effort to frequently focus visual attention to computer screen and printed material.	C	12
12	SURROUNDINGS Exposure to regular unpleasant dealings with upset public and/or elected officials on land-use planning issues and initiatives.	B	4
13	HAZARDS Limited exposure to hazards from regular driving or use of public transportation while travelling to sites to gather information on land-use requirements.	B	4

Total Points: 941.5

Level: Range 30

Ministry: Government Services
Branch: Land Use Coordination Office (LUCO)
Location: Victoria

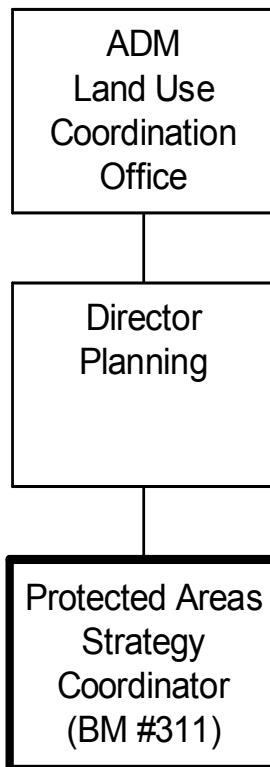
Working Title: **Protected Areas Strategy Coordinator**
Level: Range 30
NOC Code: 2153

PRIMARY FUNCTION

To provide technical leadership and policy coordination in the implementation of the province's strategic land-use planning initiatives, with special emphasis on the Protected Areas Strategy (PAS).

JOB DUTIES AND TASKS

1. Leads and directs provincial-level planning project teams of staff/senior managers (1+ to 5 FTEs)
 - a. establishes teams/committees and develops terms of reference, work plans and priorities
 - b. coordinates, conducts and chairs team meetings
 - c. develops policy and planning processes to meet government's strategic land use priorities such as planning processes for Central Coast and Okanagan-Shuswap Regions
 - d. coordinates additional non-government organization and public input to planning projects and recommendations
 - e. directs preparation of project reports for submission to Senior Executive/Cabinet
2. Guides, coordinates and evaluates the work of inter-agency Regional Protected Area Teams (RPATs)
 - a. reviews existing regional gap analyses to ensure they meet established policy and technical standards and PAS goals and objectives to meet the requirements of Cabinet, the Deputies' Committee on Land Use, the ADM's committee and public expectations
 - b. works with RPATs to complete gap analyses to ensure consistency and coordination across the province and to maintain the provincial amount of area protected and under study at 18%
 - c. coordinates technical work within eco-sections that cross regional administrative boundaries
 - d. ensures conservation biology principles are considered in the design and management of protected areas
 - e. informs RPATs, inter-agency management committees and senior executives of technical and policy issues and initiatives
 - f. maintains PAS policy development status and records to enable retrieval of provincial summaries
3. Leads and coordinates LUCO planning involvement in intra-and inter-government committees
 - a. represents LUCO on the federal-provincial Marine Protected Areas Working Group
 - b. chairs the Marine Protected Areas (MPA) Working Group of the BC/Washington Environmental Cooperation Council, and prepares documents, briefing materials and presentations outlining strategy
 - c. organizes the establishment of policy teams and technical teams
 - d. coordinates involvement and input of regional and headquarters inter-agency staff, relevant federal agencies and NGOs during strategy development and implementation
4. Recommends improvements to land-use policy, standards and procedures
 - a. proposes, develops and implements any policy changes or technical changes to the Protected Areas Strategy, including acceptable uses and the setting of targets
 - b. reviews, analyzes and interprets current land use policy and standards
 - c. reviews draft policies for consistency and ability to achieve government's land use priorities
 - d. coordinates inter-agency input and responses to policies and initiatives
 - e. consults and develops co-operative working relationships with the staff, managers and senior executive of other agencies to enhance the exchange of information and ideas
 - f. prepares Cabinet briefings that review, analyze and make recommendations on inter/intra-governmental land use policy and program decisions and/or planning priorities.
5. Performs other related duties
 - a. initiates and adapts contracts and RFPs, and directs consultants and/or contractors
 - b. represents LUCO on various agencies and teams, and at public meetings
 - c. coordinates and conducts workshops and meetings



ORGANIZATION CHART

Benchmark Job #311

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand all related issues of a significant Protected Area Strategy program to provide authoritative advice on land use planning initiatives, and develop provincial land-use policy and planning processes.</p>	I	305
2	<p>MENTAL DEMANDS Judgement required to conduct long term land use planning where past trends cannot be relied upon to develop strategic land use planning initiatives for the protected areas strategy.</p>	I	300
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic negotiation skills to gain consensus agreement with other non-government agencies during provincial land-use strategy sessions.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to drive vehicles to attend public meetings and workshops.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by branch policies on land-use planning and technical planning standards and processes, evaluate existing protected areas strategy policies and recommend improvements to policies and standards.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Significant financial responsibility to adapt pre-approved language to prepare and initiate contracts.</p>	E	33
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to control information dissemination to the public and representatives of other agencies in the protected area land-use planning process as a representative of the Land Use Coordination Office.</p>	D	22.5

ORGANIZATION CHART
Benchmark Job #311

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to assign, monitor and examine the work of project staff (1+ to 5 FTEs).	CD	14
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention for the well being of others to coordinate land use planning policies and processes, which will maintain public utilization or protection to the environment.	C	15
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused requirement to frequently coordinate multiple project schedules for land-use planning of protected areas.	C	12
11	PHYSICAL EFFORT Moderately physical effort to frequently focus visual attention to computer screen and printed material.	C	12
12	SURROUNDINGS Exposure to regular unpleasant dealings with upset public and/or elected officials on land-use planning issues and initiatives.	B	4
13	HAZARDS Limited exposure to hazards from regular driving or use of public transportation while travelling to sites to gather information on land-use requirements.	B	4

Total Points: 941.5

Level: Range 30

JOB DESCRIPTION

Benchmark Job #312

Ministry: Islands Trust
Branch: Local Planning
Location: Victoria

Working Title: **Regional Planning Coordinator**
Level: Range 30
NOC Code: 2153

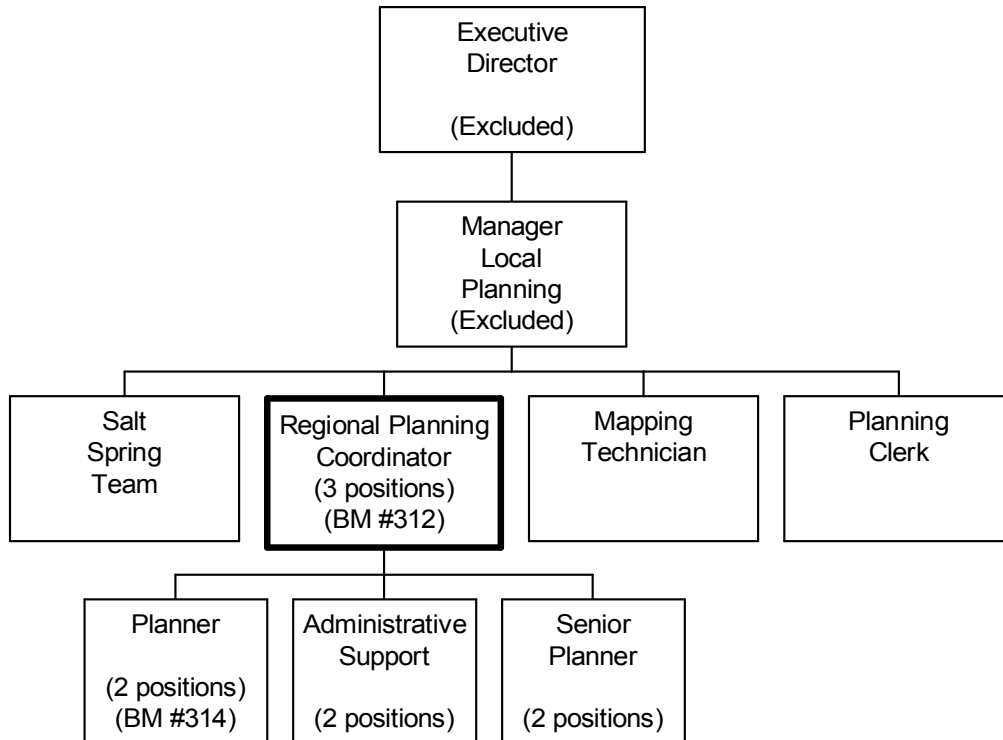
PRIMARY FUNCTION

To provide planning guidance and expertise to Local Trust committees and the public within a geographic area of the Islands Trust.

JOB DUTIES AND TASKS

1. Provides planning expertise to Local Trust and Local Advisory Committees for an assigned area
 - a. develops and defines regulatory and administrative frameworks and processes required for legal Committee and associated operations
 - b. develops project plans to address active and future issues
 - c. chairs and/or participates in meetings with elected Trustees, community groups and developers to facilitate an understanding of issues, timelines, positions and requirements
 - d. prepares reports and recommendations to brief Committee members on issues and possible conflicts
 - e. coordinates development, facilitation and implementation of Official Community Plans (OCPs)
 - f. develops review processes and provides guidance in the development, consideration and adoption of zoning bylaws, amendments, permits and referrals on applications for land activities
 - g. provides recommendations on applications for rezoning, subdivisions, development in the Agricultural Land Reserve, Forest Land Reserve and Crown leases, and liaises with applicants and affected parties to clarify the intent and impact of applications
 - h. leads development and processing of bylaws through public hearing involving diverse stakeholder groups, including scheduling, drafting official notices and referrals and provides guidance at meetings
 - i. interprets and informs local officials and the public on local land use bylaws, and provides information on regulations and policies, interprets bylaws to specific situations and provides assistance in the investigation and disposition of bylaw infractions
 - j. negotiates and facilitates the development of guidelines and formal agreements between Local Trust Committees and landowners
 - k. ensures management is aware of emerging/current issues and is provided with recommendations on priorities and actions to assist the undertaking of Local Planning
 - l. sets up co-operative working relationships with provincial, federal and regional officials to ensure co-operation on matters of split jurisdiction and prepares letters of understanding
 - m. develops terms of reference for consultants, prepares and adapts pre-approved language to initiate and prepare contracts, monitors performance and approves payment of invoices
2. Develops and administers policies and regulations reflecting the planning, legislative and decision making requirements regarding land use in Local Trust Committees areas
 - a. facilitates, and represents government in, public processes for the development and enhancement of policies/processes where stakeholders have diverging interests
 - b. ensures policies are consistent with legislative/regulatory requirement and Islands Trust environment
 - c. develops policies relating to transportation networks, road standards, public open space acquisition, use of amenity bonus schemes and use of development permits
 - d. interprets legal opinions to local officials and the public
3. Leads communication activities to ensure the Islands Trust is understood, interested parties are informed of issues, and public, agencies and elected officials are offered a forum for comment
 - a. represents Islands Trust on regional, provincial and federal administrative and technical committees relating to Local Trust Committee issues or Trust Council issues
 - b. responds to concerns and enquiries from the public, media, agencies and political representatives
4. Supervises staff (6 FTEs) and provides direction to contractors, and performs other related duties
 - a. supervises and appraises work of staff, takes disciplinary action

ORGANIZATION CHART
Benchmark Job #312



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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand all related issues of community land-use planning to provide authoritative advice to stakeholders on regulatory and administrative frameworks for land-use.</p>	I	305
2	<p>MENTAL DEMANDS Judgement to evaluate and develop community planning goals, standards and plans, and recommend changes to legislation, regulations, codes, plans and bylaws.</p>	H	250
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Influence required to use formal negotiation skills to represent government in sensitive negotiations to facilitate consensus amongst divergent interests.</p>	E	60
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to drive vehicles to meetings with elected officials, community groups, and the public to present community lands and land-use proposals.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by land use planning standards and legislation, plan and evaluate local community requirements to lead a team of Planners in the development of Official Community Plans (OCPs), recommend changes and evaluate success of changes.</p>	G	190
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Significant financial responsibility to adapt pre-approved language and to prepare contract specifications with community agencies and contractors involved in the preparation of Official Community Plans.</p>	E	33
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to control processes which ensure the quality of information from public consultation and other processes against legal standards.</p>	E	33

ORGANIZATION CHART
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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise planners, appraise employee performance and take disciplinary action (6 FTEs).	DF	21
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Significant care and attention to develop and lead public consultation and community planning processes which affect the well-being of the public.	D	25
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently read official community plans.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to computer screen and printed documentation while reviewing and editing official community plans and bylaws.	C	12
12	SURROUNDINGS Exposure to regular unpleasant dealings with upset public and/or elected officials on land-use planning issues and initiatives.	B	4
13	HAZARDS Limited exposure to hazards from regular driving or use of public transportation while travelling to development sites to gather information on land-use requirements.	B	4

Total Points: 964

Level: Range 30