

Position Title: Sr. Associate, Urban Planner**Vancouver Office**

Urban Strategies® is an urban design, planning and engagement consultancy with studios in Toronto, Ontario, Hamilton, Ontario, and Vancouver, BC. We lead complex projects in cities all over the world and have an active practice across Canada and in the US, the Caribbean, Europe, and Asia. We are problem solvers who can help achieve successful outcomes for the full range of urban opportunities. Urban Strategies is a group of 80+ Planners, Urban Designers and specialized staff. The firm is led by our 14 Partners and four Principals and is supported by a complement of skilled professionals. We have diverse backgrounds, including architecture, landscape architecture, planning, public administration, engagement, geospatial analysis, graphic design and the visual arts. We combine our diverse perspectives to plan and design welcoming, thriving places – and have fun in the process.

Position Description:

This Sr. Associate, Urban Planner position is based in Vancouver and is responsible for managing a wide range of assignments on projects large and small across all Urban Strategies offices in Vancouver, Toronto and Hamilton. The Sr. Associate, Urban Planner will take a leading role in the management of projects as well as the mentoring and training of employees. The successful candidate will play an instrumental role and have strong presence in our Vancouver office and BC projects and practice.

Responsibilities:**Practice Area**

- Lead and manage multidisciplinary teams to advance a complex project(s) with support from a Partner or Principal;
- Lead the analysis and summarization of reports, presentations, policy documents, zoning-by-laws and background studies and other materials for communication with clients and project stakeholders;
- Oversee proposal and report writing within area of expertise (Design, Planning or Hybrid focus), including conceptual design in collaboration with Partner or Principal;
- Serve as a primary client manager for selected clients and maintain senior client relationships with all clients within project scope;
- Lead the work of project team members and sub-consultants;

- Lead the development and administration of work plans, schedules and budgets to advance projects;
- In collaboration with the Design Partner or Principal, lead the production of hand and computer-generated presentation drawings or computer models; layout, drafting, graphic and technical refinement of plans and concepts at a variety of scales;
- Communicate clearly, professionally, and persuasively, both orally and in writing;
- Adapt and respond to a dynamic and fast-paced work environment;
- Provide quality control and troubleshooting of project work.

Project Management

- Lead and oversee meeting presentation and facilitation with clients and at consultation events in conjunction with Project Leads;
- Lead the presentation of concepts at client and public meetings;
- Lead the preparation and management of client contracts and budgets; oversight of budget utilization and project risk management;
- Lead WIP and write-off management, budget revisions, invoice management and finalization;
- Support optimal resource allocation and utilization for project teams;
- Communicate back to Partner and/or Principal any key issues or concerns regarding project processes, budgets and client or subconsultant relations;
- Ensure the full team, including business development, is updated as to the project status.

Leadership & Mentoring

- Mentor and lead other team members in the production of proposal and report writing and editing, including conceptual directions, design guidelines and other narratives describing the vision and intent of a project.
- Lead the direction, mentoring and management of multidisciplinary teams to advance a complex project(s);
- Facilitate internal training sessions (Academy Sessions) as required.

Marketing and Business Development

- Attend and present at conferences as a representative of Urban Strategies Inc.;
- Actively lead the preparation of responses to RFP's and strongly consider how to structure the components of an RFP and the team members;
- Promote Urban Strategies through participation in industry media and events;
- Contribute to Urban Strategies profile through active participation in professional associations as well as fostering client relationship as a trusted representative of the firm.

Engagement and Communications

- Lead and manage community and stakeholder engagement, including building relationships, creating and communicating engagement materials, managing online surveys and social media channels, and experience applying an equity lens.
- Manage the contact database.
- Develop and maintain a guide for communications processes and best practices.
- Develop strategies and initiatives that enable all employees to engage and align to the strategy and help articulate and develop new ways of working that are required to deliver on USI's values, including ongoing collaboration with USI staff from all offices.

Qualifications:

Essential

- 8-10 years' of relevant experience.
- Significant knowledge of City of Vancouver and BC development planning processes based on direct experience delivering development projects.
- Bachelor's Degree in planning or a related field.
- Experience in leading, mentoring and management of a team
- Strong Project Management experience and leading of complex projects
- Experience in applying planning policy and regulations in British Columbia including the Local Government Act, Official Community Plans and zoning by-laws
- Able to connect, engage and influence
- Organized and detail-orientated

Desirable

- Master's Degree in planning or a related field.
- Membership in OPPI and CIP.
- Ontario-based development planning experience
- BC Planning Policy development experience
- Proven knowledge and/or experience working with GIS, data mapping, management and analysis.
- Basic skills in Adobe InDesign and Adobe Creative Suite software (i.e. Photoshop, Illustrator)
- Fluency in French or Mandarin.

Salary Range: \$90,000-\$120,000

Urban Strategies is proud to be an equal opportunity employer. We believe that success happens where new ideas can flourish – in an environment that values diversity, a place where people from various backgrounds and experiences can work productively together. Our studios are designed for maximum interaction, across all disciplines and levels of seniority. We cultivate an integrated, collegial workplace both in person and working remotely, with numerous staff committees, social events, and professional development programs. These opportunities to celebrate, learn and have fun together are essential to our philosophy as an organization. We strive to build up each other and the profession. We make space for everyone at the firm to grow, lead, teach and have an impact. We share what we learn and expand opportunities for people to participate in planning and design.

Please visit our website to learn more about our firm.

Note: This position description is intended to describe the general nature and level of work being performed. It is not an exhaustive list of all responsibilities, duties or skills required, and the employee may be required to perform other duties (that they are skilled to perform) as requested.