



166527 - Manager of Land Use Planning - Housing, Land and Communities

Government of PEI

Charlottetown, Prince Edward Island

1 Position available

Expires externally on: March 25, 2025

Expires internally on: March 25, 2025

JOB DESCRIPTION



The [Department of Housing, Land and Communities](#) is committed to Equity, Diversity, Inclusion and Accessibility. Our goal is to build a public sector workforce that reflects the diverse communities we serve and to promote welcoming, diverse, inclusive, respectful workplaces that are accessible to all. We welcome all interested individuals including Indigenous People, persons with disabilities, Black, racialized, ethnic and culturally diverse groups, as well as people regardless of their sexual orientation, gender identities, and gender expressions. Those looking for more information are invited to visit our [Equity, Diversity, and Inclusion Policy](#).

What we offer:

- Flexible working hours
- Pension Plan
- Employer-paid health and dental benefits
- Up to \$2,500 annual training funds
- 4 weeks paid vacation annually

The Manager of Land Use Planning is responsible for the development and implementation of the province's Land Use Planning Framework to ensure that planning on PEI is carried out in an efficient manner that meets the needs of the public, developers, industry, and municipal councils. The incumbent shall also work to modernize Land legislation and regulations related to land use and land ownership and coordinate the creation and implementation of provincial land use and development policies.

Duties will include:

- Oversee the administration of the Provincial Land Use Policy and statements of provincial interest.
- Direct and lead planning staff in planning research, assessing and prioritizing land use issues towards the development and implementation of Provincial Land Use Policies and overall land use planning initiatives for the Province.
- Provide expert advice to the Deputy Minister, Director, and Development Officers on land use planning matters and on the implications of provincial policy, programs and legislative proposals for planning authorities.

Job type:	Permanent
Work shifts:	Day
Work schedule:	37.5 hrs /week
Work location:	On site
Salary:	\$84,279.00 - \$105,339.00 CAD Yearly

Additional information

Job Opening ID:
• 166527

Job Opening ID:
• 166527

Department:
• Housing , Land and Communities

Location:
• Charlottetown

Pay Level:
• 21

Hourly Salary Range:
• \$43.22 - \$54.02 per hour

Employment Type:
• Permanent

Closing Date:
• March 25, 2025 5:00 p.m.

Open To:
• Public

- Represent provincial interests in land use planning and coordinate with the Legislative Council office and the Department's Legislative Coordinator on the drafting of legislative amendments and provide advice to the Minister, Deputy Minister, and Director, as required.
- Review and recommend amendments for legislation and regulations to meet policy objectives.
- Evaluate and modernize Acts and regulations related to land use planning processes on a regular basis.
- Monitor, develop and interpret planning policies and regulations to ensure timely and consistent application.
- Interpret policy/procedures and evaluate and respond to inquiries on planning legislation, regulations and policies.
- Administer and manage the Land Use Planning Section, which includes budgeting, staffing and resource control.
- Coordinate provincial land use planning activities with agencies, special interest and citizen groups to establish and to maintain an overall integrated planning approach.
- Support and promote public engagement and consultation in the development and administration of a General Land Use Plan to establish Provincial Land Use designations outside Municipalities with Official Plans.
- Conduct Strategic Planning and Team Building sessions with staff.
- Conduct regular performance management reviews and annual performance appraisals to ensure accountability and expectations are met.
- Perform conflict resolution between staff members and/or the public.
- Coordinate staff work schedules and cross training of staff.

Minimum Qualifications:

- A university degree (preferably Masters) in Planning from an accredited planning program;
- Must be eligible for registration with the Prince Edward Island Institute of Professional Planners, as a Registered Professional Planner;
- **Demonstrated equivalencies will be considered;**
- Extensive experience in the development of land use planning related legislation or bylaws;
- Extensive knowledge of provincial, regional, national and international planning issues and their application to Prince Edward Island;
- Considerable supervisory experience in a land use planning environment;
- Extensive knowledge of the Planning Act and associated Regulations;
- Extensive knowledge of the Lands Protection Act and associated regulations;
- Excellent conflict resolution skills and ability to work in a fast paced and complex environment;
- Must be able to optimize the use of staff resources to ensure program delivery of professional and technical information;
- Ability to work with minimal supervision in order to meet tight timelines;
- Strong communication, public speaking and presentation/facilitation skills; and
- Excellent interpersonal and communication skills (verbal and written).
- The successful applicant must provide a satisfactory Criminal Records Check prior to beginning employment.

Other Qualifications:

- Experience in the use of Geographic Information Systems and their application to planning would be an asset.

This competition may be used to fill future job vacancies.

Please Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

Where possible, submitting an electronic resume or job application is preferred. Otherwise, please return forms to PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8. Applications may be sent by fax to (902) 368-4383. IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONFIRM RECEIPT OF THE APPLICATION, BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE. Please ensure that the appropriate Posting ID number is stated on all application forms. You can apply online or obtain an application form by visiting our web site at www.jobspei.ca. Forms may also be

Required documents

- ✓ CV

Optional documents

- ✓ Cover Letter

If you are not a Canadian citizen or permanent resident, please upload a copy of your valid work permit confirming your authorization to work in Canada

- ✓ Other

obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone (902) 368-4080.

No. 6 on Forbes' list of Canada's Best Employers 2024

The Public Service is inspired to make a positive impact and proud to shape the future of our Island Community.

BENEFITS



4 weeks paid vacation
annually



Pension Plans



Employer-paid health and
dental benefits



Up to \$2,500 annual
training funds



Flexible working hours