



YUKON LAND USE PLANNING COUNCIL

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Senior Land Use Planner

Position Description

Position Title: Senior Land Use Planner

Supervisor: The Senior Land Use Planner works under the supervision of the Director of the Yukon Land Use Planning Council, assisting with the production of the Recommended and/or Final Recommended Dawson Regional Land Use Plan. Plan production is based upon the direction provided by the Dawson Regional Planning Commission.

Term: 2 years

Location: Whitehorse, with frequent trips to Dawson City

General Summary

The Senior Land Use Planner will assist the Dawson Regional Planning Commission with the co-ordination and completion of a regional planning process and lead the production of a land use plan for the Dawson Planning Region. The plan will be completed in accordance with the Tr'ondëk Hwëch'in Final Agreement and as prescribed in the *Terms of Reference: Renewed Dawson Regional Planning Commission, 2018*. Recognizing that indigenous reconciliation is a priority in the planning process, the planner must be proficient in mediation and negotiation while performing as the project leader.

Principal Duties and Responsibilities

1. Provides project management and leadership to ensure a plan is developed within the timelines and budget provided in the *Terms of Reference: Renewed Dawson Regional Planning Commission, 2018*;
2. Within a collaborative supervision arrangement, reports to the Director of the Land Use Planning Council and takes project specific instructions from the Chair of the Commission;
3. Leads the Commission's work on plan research and development, utilizing processes and techniques that are inclusive of plan Parties, stakeholders, and the public;
4. Assists with hiring and supervising of additional planning support staff for the project;
5. Develops and manages work plans and budgets at the direction of the Commission and in collaboration with the Yukon Land Use Planning Council ("Council") and the Parties;

6. Advises the Commission on issues, policy and other matters related to the development of the land use plan;
7. Manages and administers communications with the First Nations and Yukon governments, stakeholders, communities and the public using a variety of methods including print, social media, and face-to-face communications;
8. Develops and maintains effective working relationships with appropriate contacts in government organizations, leading to consensus building throughout the planning process;
9. Undertakes research and analysis to inform recommendations to the Commission members, enabling them to make sound decisions that guide the development of the plan;
10. Other duties related to the production of the regional land use plan.

Specific Accountabilities

Working within a collaborative supervisory arrangement, maintains specific, well-defined accountabilities to the Director of the Yukon Land Use Planning Council, the Commission Chair (project team leader) and through the Chair to the Commission as a whole.

Delivering planning products on time and according to the workplan contained in *Terms of Reference: Renewed Dawson Regional Planning Commission, 2018*.

Prioritizing activities to meet the goals and objectives of the project.

Fulfilling the spirit and intent of the Yukon First Nations' Final Agreements.

Representing the Commissions interest when engaging with the Parties, other agencies, stakeholders and the public.

Budget

The Senior Planner, working with the Director of the Yukon Land Use Planning Council and the Council's Senior Financial Administrator, will recommend annual workplans and budgets to the Commission as per the *Terms of Reference: Renewed Dawson Regional Planning Commission, 2018*. The Senior Planner supervises adherence to the financial transfer agreements signed between the Dawson Regional Planning Commission, the Yukon Land Use Planning Council and the Yukon government.

Contacts

- Contact with the Commission's Chair and members on a regular basis to provide advice and seek planning direction and input.
- Contact with the Director of the Yukon Land Use Planning Council on human resource matters, administration, financial management, professional development, expert planning support, work planning, performance management and reporting.

- Contact with other YLUPC planning staff for mutual learning and support, including temporary project assignments that serve the implementation of Chapter 11 of the Umbrella Final Agreement.
- Contact with Senior Liaison Committee and the Technical Working Group members from the First Nations and Yukon governments for the coordination of gathering technical information, distributing reports, and obtaining input into the plan and the planning process.
- Contact with the public for the purposes of presenting information, gathering information, and obtaining feedback on various planning documents.
- Contact with employees to give direction, address aspects of job duties and tasks, and employee performance issues and concerns.

Work Environment

This position usually works in an office environment with travel required for meetings and workshops. The location of work will be in the Yukon Land Use Planning Council's office in Whitehorse, Yukon, with frequent trips to Dawson and occasional trips to other Yukon communities.

The position deals from time to time with media enquiries and emotionally charged members of the public, stakeholders, intra-governmental groups and commission members.