

**City of Mississauga  
Community Services Department  
Culture Division**

**Requires a**

**SUPERVISOR, HERITAGE PLANNING**

**PRIMARY RESPONSIBILITIES**

Under the direction of the Manager, Cultural and Heritage Planning, the Supervisor, Heritage Planning will lead a small team of staff to recommend appropriate approaches to dealing with sensitive and controversial heritage planning issues while ensuring adherence to the Ontario Heritage Act, Ontario Planning Act and other related legislation, the City of Mississauga's Official Plan and other relevant planning documents.

- Lead a team of professional heritage planners in meeting the goals, objectives and mandate of the heritage planning section within the Culture division;
- Lead the development and team delivery of heritage planning's annual work plan, budget and 4-year business plan;
- Work collaboratively and build relationships in a professional team environment, to interpret the *Ontario Heritage Act*, the *Planning Act*, the Official Plan, and other planning related legislation;
- Coordinate the preparation of corporate reports and studies on a wide range of heritage planning matters for consideration by Heritage Advisory Committee, Committees of Council and Council;
- Provide direction and set priorities for background research and analysis on heritage designation applications, and other related heritage planning issues;
- Provide strategic direction to staff on the expert advice of development applications, including proposals for Official Plan and Zoning amendments, plans of subdivision, minor variance, consents and site plan;
- Advise Management, Senior Management and Council on matters related to heritage conservation, preservation and interpretation;
- Attend monthly meetings and act as liaison to the Heritage Advisory Committee and local, regional, provincial and federal heritage related agencies;
- Act as a liaison, mediator and expert advisor to support heritage planning staff and council with challenging heritage files and applications;
- Be innovative, lead continuous improvement and find new methods to accomplish goals and objectives;
- Hire and work with consultants to execute heritage planning studies and special projects;
- Coordinate maintenance and development of the City's Heritage Register, including the recommendation of additional properties for listing and designation;

- Provide oversight to the administration of the designated heritage property grant program;
- Coordinate special projects related to heritage conservation;
- Serve, or appoint team member(s) on various inter-departmental project teams which require a heritage planning component;
- Performs other duties and special projects as assigned.

## **JOB SPECIFICATIONS**

- Graduation from a recognized university in fields of urban planning, architecture, urban geography, archaeology, or related studies;
- A minimum of eight (8) years' experience in heritage planning, review and commenting on development applications, policy analysis and formulation, as well as public consultation in a municipal context;
- A well developed and professional working knowledge and comprehensive understanding of the *Ontario Heritage Act, Planning Act*, and Parks Canada Standards and Guidelines for the Conservation of Historic Places;
- A thorough understanding of legislation, policy and implementation instruments that apply to heritage planning;
- Minimum 2 years of experience with leading a team of professional staff;
- Excellent organizational and project management skills;
- Excellent written and oral communication skills, including proven report writing skills and attention to detail;
- Highly refined research skills;
- Excellent political acumen;
- Demonstrated ability to liaise with senior staff, elected officials, outside agencies and the public;
- Demonstrated organizational, analytical and problem solving skills;
- Demonstrated experience in business planning and a proven track record of continuous improvement and successful problem solving;
- Experience in providing expert testimony at the Ontario Municipal Board is an asset;
- Member or eligibility for membership in the Canadian Institute of Planners;
- Good computer literacy with knowledge of MS Word, Excel required. Proficiency with MAX and Agenda Management would be considered an asset;
- A valid driver's licence and access to a vehicle is necessary.

**Salary: \$76,737 - \$102,317, Grade F**

**Closing Date: Sunday, October 29, 2017**

**How to Apply:** Please use the link below to apply to this position through our external site. You can search the position through job name (Supervisor, Heritage Planning) or the posting number (2017-3551)

<https://careers-mississauga.icims.com/jobs/search?hashed=0&mobile=false&width=543&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240>