



Make working for
The City work for you.



Planner 1

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](https://www.calgary.ca). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

As a Planner 1, on the City Planning team you will experience professional opportunities by demonstrating strong planning and teamwork abilities. One of the available positions will be focused on heritage planning work with opportunities to support board city-wide policy including stewardship of the Municipal Development Plan. The other position will be focused on the implementation and sustainment of the Land Use Bylaw. Primary duties include:

- Review and evaluate development and building applications against relevant city-wide policy and heritage legislation.
- Respond to a wide variety of heritage related or citywide policy related inquiries and provide professional planning advice to the corporation, Council and the public.
- Support project plans, coordinate with teams, responsible for assigned work and project delivery. This could include bylaws for the statutory designation of Municipal Historic Resources, Statements of Significance and intervention request approvals.
- Conduct research, analysis and make recommendations for land use bylaw amendments.
- Work with corporate partners to prepare communications regarding planning initiatives.
- Implement council direction regarding land use, including city-initiated redesignations, notices of motions, and other initiatives.
- Explain complex land use bylaw and development issues to public, development industry, community and professional associations and elected officials.
- Coordinate courses and workshops on land use bylaw to new planners, partners and member of various boards as required.
- Advise and respond to inquiries from Council, management and the public with respect to land use bylaw and other planning issues in a timely manner.

Qualifications

- Currently enrolled in a Planning degree that is recognized by the Alberta Professional Planners Institute (APPI) or another provincial or territorial institute or association representing the Planning profession in Canada or a related discipline, with a graduation date of Spring 2025; OR
- A degree in Planning that is recognized by the Alberta Professional Planners Institute (APPI) or another provincial or territorial institute or association representing the Planning profession in Canada or a related discipline, OR
- A degree in a Planning-related discipline, combined with at least 1 year experience in planning policy research/analysis or evaluation of planning applications.
- Ability to create and test development regulations is required.
- Working knowledge of architectural software such as AutoCAD or equivalent as well as the ability to develop and produce architectural drawings will be considered an asset.
- Experience in land use bylaw review and planning policy development is an asset.
- Prior background in Architecture or Landscape Architecture is an asset.
- Previous experience with implementing Calgary Land Use Bylaw is an asset.
- Success in this role requires:
 - Demonstrated knowledge of planning principles and legislation, sound planning analysis and the application of strong judgment skills.
 - Strategic and analytical thinker with the ability to facilitate conflict resolution.
 - Effective communication skills, with a focus on customer service and collaboration.
 - Ability to build strategic working relationships in a political environment.
 - Demonstrate and integrate City values to achieve individual and team objectives.

Pre-employment Requirements

- Successful applicants must provide proof of qualifications.
- Successful applicants who will be graduating in Spring 2025 must provide official documentation of completion (e.g., degree, transcript) before a formal start date can be confirmed. This documentation will verify the completion of the required educational qualifications for the position.

Workstyle: This position may be eligible to work from home for at least part of the time as one of several flexible work options available to City employees. These arrangements depend on the operational requirements of the role, employee suitability, and are subject to change based on operational needs and corporate direction.

Union: CUPE Local 38
Position Type: 1 Permanent
Compensation: Pay Grade 11 \$44.76 - 59.84 per hour
Hours of work: Standard 35 hour work week.
Audience: Internal/External

Business Unit: City and Regional Planning
Location: 133 6 Avenue SE
Days of Work: This position works a 5 day work week with 1 day off in a 3 week cycle.
Apply By: March 6, 2025
Job ID #: 311517

Apply online at www.calgary.ca/careers