

## Intermediate Planner

Over the last 40 years, **Weston Consulting** has become a leader in land use planning and urban design, serving the public and private sectors throughout the Greater Toronto and Hamilton Area in Ontario. Due to our on-going contribution to the built environment and our commitment to our clients, we are looking to grow our team through the addition of an Intermediate Planner.

### Core Values

- **Integrity** - Culture of Integrity, Professionalism and Trust
- **Teamwork** - Working Together in a Structure of Accountability, Results and Reward
- **Develop** - Recruit, Develop and Support the Best Talent
- **Engagement** - Giving Back to the Community, the Industry and the Planet
- **Client Focus** - Client Value and Management

At Weston, you will have the opportunity to work within a multi-skilled team on a variety of projects that focus on housing, master plans and secondary plans, commercial and industrial developments, and urban infill. You will undertake research and feasibility analyses, due diligence investigations and coordinate and oversee projects. These experiences will provide you with countless opportunities to further your objectives for career growth while contributing to the success of the firm.

**Your Responsibilities, under the guidance of the Team Lead and other senior staff, will include:**

- Maintaining on-going correspondence with clients and with other consultants
- Assisting with the preparation, monitoring and processing of Planning Act applications
- Organizing, preparing, and attending client meetings, sub-consultant and municipal staff meetings, as required
- Researching and investigating files as directed
- Assisting in the preparation of hearing materials
- Preparation of letters, reports, memos, and presentations
- Delegating tasks, reviewing and overseeing work of junior staff
- Conducting internal learning sessions as directed
- Coordinating with the Design, Proposal, Accounting and Administrative Teams

**You will bring:**

- Strategic thinking and problem-solving skills that will assist you in leading successful projects
- The ability to communicate effectively with the project team, city staff, clients, and members of the public
- Strong teamwork and leadership skills that will be used to mentor and motivate individuals at all levels and across teams
- Knowledge of the Ontario Planning System including legislation, approval process and Local Planning Appeal Tribunal
- Minimum of a Candidate Membership with OPPI
- Bachelor's or Graduate degree with a specific focus in Planning and Land Development
- Minimum two years of work experience within the planning field
- Valid G-class driver's license with daily access to a vehicle is an asset

At Weston, we support each other as a team, through various company-wide events. We are committed to assisting individuals with personal and professional growth through achieving a work-life balance by offering summer hours, lieu days and flex-time. We provide a competitive salary and benefits package.

We are committed to providing equal opportunities, access to resources and fair treatment of all individuals. All voices, thoughts and ideas hold value and we seek to make sure that they are encouraged and heard. We strive to create a workplace that reflects and celebrates diversity and encourages members of equity-seeking groups to self-identify in their cover letters.

If you require accommodation in order to participate in the hiring process, please let us know of your needs in advance by contacting us directly.

Please submit your cover letter, resume, and recent writing sample, in confidence, via email to **Shawn Matadeen** at [hr@westonconsulting.com](mailto:hr@westonconsulting.com). Please limit the size of writing sample to 5mb, and list your name and the role you are applying for in the subject line.

We thank all applicants for their interest. However, only those selected for an interview will be contacted.