

Associate 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 Associate 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 collaborate with our internal and sub-consultant teams as well as developers, builders, stakeholders, and residents to obtain various land use planning approvals throughout (and beyond) the Province of Ontario. 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:

- Leading projects within a team to achieve optimal results
- Managing planning and development concerns at the Local Planning Appeal Tribunal and similar land use tribunal hearings
- Overseeing the preparation, monitoring and processing of Planning Act applications
- Delegating, reviewing and overseeing work of intermediate and junior staff
- Leading client meetings, sub-consultant, public and municipal staff meetings
- Pursuing new project opportunities in both the public and private sectors
- Managing and coordinating project budgets, timelines, and team members
- Reviewing invoices and ensuring timely payment is received
- Conducting interviews, performance reviews, training, and internal learning sessions
- Assisting in the preparation of RFP document responses
- 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
- Strong leadership skills that will be used to mentor and motivate individuals at all levels and across teams
- A business development and entrepreneurial mindset and focus
- Possess strong ability to communicate effectively, both written and oral, with all levels of staff (internal and external), members of council, and the public
- Expert knowledge of the Ontario Planning Legislation, system, and municipal processes
- Registered Professional Planner (RPP) designation / full membership status in OPPI
- Minimum of seven years of planning (or related) experience
- Bachelor's degree with a specific focus in Planning and Land Development (Graduate degree would be an asset)
- 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 portfolio, in confidence, via email to **Shawn Matadeen** at hr@westonconsulting.com. Please limit the size of portfolio 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.