



Job title: **Lead Planner**  
Job ID: 20220921  
Location: Greater Vancouver Area, British Columbia  
Full/Part Time: Full-time  
Regular/Temporary: Regular

### Marketing Statement

A career at TransLink and our family of companies means working with people with a wide range of skills and perspectives, all teaming up towards a common goal: preserving and enhancing the region's world-envied quality of life. Together, we connect the region and enhance its livability by providing a sustainable transit and transportation network, embraced by our communities and people.

At TransLink we are dedicated to building a workforce that reflects the diversity of the communities in which we live. We're committed to fostering an inclusive, equitable and accessible workplace, recognizing the unique value and skills every individual brings.

Looking for a great place to work where your contributions are valued and you can make a difference in a vibrant city? At TransLink, one of BC's Top Employers, you'll help make Metro Vancouver a better place to live, built on transportation excellence. Put your future in motion!

### Responsibilities

#### PRIMARY PURPOSE

In pursuit of making the region a better place to live for everyone, built on transportation excellence, this role provides strategic oversight and technical direction for one or more programs/projects of high impact, risk, and complexity that are highly visible and sensitive in nature.

#### KEY ACCOUNTABILITIES

To advance Translink and regional goals, provides direction, critical thinking, and structured decision-making expertise to strategize, lead and manage the development of transportation planning policies, plans and strategies, including the planning, finance, and operation of projects and initiatives across the enterprise, ensuring compliance with Enterprise standards, policies and procedures, and legislative requirements for work of high impact, risk and complexity, exercising independent judgment where policies or guidelines do not exist.



In support of evidence-based decision-making, identifies analytical research needs, conducts research and advanced analysis, and oversees the development of advanced methods, techniques, and models to ensure successful delivery and execution of work that is of high impact, risk and complexity.

Contributes as a key member of a program team to manage projects of high impact, risk and complexity in designing and developing project scope, schedules, and work plans; defining and prioritizing deliverables; preparing and monitoring project budgets, ensuring compliance with department standards, policies and procedures, and the alignment to program, Enterprise, and regional goals, identifying and taking action on project-related risks and opportunities, alerting management and executive to critical risks. Identifies and resolves project issues related to scheduling, resourcing, cost-overruns, conflicting agendas and technical issues.

Manages program resources including providing coaching and mentoring to projects team, monitoring the achievement of milestones/deliverables, and providing input to performance management to ensure service and quality standards, budgets and project deliverables are adhered to.

Seeks to understand the lived experience and transportation needs of people and businesses in Metro Vancouver, and especially of disadvantaged and marginalized groups. Applies this understanding to plans/projects and actively coaches others on how to ensure their planning practice is informed by this understanding.

Collaborates with leaders and project sponsors across the organization, with a view to scoping out project requirements and strategizing on project deliverables, troubleshooting and resolving problems as required, often with no previous precedent or set parameters. Identifies the needs of technical/policy research and analysis and applies strategic consideration on analytical outcomes. Leads the development of reports and delivers presentations to senior management.

Scopes, plans, presents and leads interactive discussions with Executives, elected and appointed officials, including the Board and Mayors' Council.

Nurtures collaborative relationships with internal colleagues, appointed and elected policymakers, and external stakeholders including advisory committees, staff at other government and public agencies, and other organizations and interest groups, to understand needs, maintain open communication and proactively resolve issues of high impact, risk and complexity. These issues are typically highly visible, and often with no previous precedent or set parameters.

In support of advancing TransLink and regional goals in open, inclusive and collaborative ways, collaborates with internal stakeholders to design and oversee public, stakeholder, and partner consultation processes; represents TransLink to external audiences on issues of moderate to high impact, risk and complexity, including in highly visible public forums; considers the outcomes in the feedback report from the public consultation in the context of projects and program area; highlights critical issues for senior leaders.



Manages relationships with contractors and consultants, providing work direction and overseeing contract compliance. Approves remedial actions related to contracts and projects within authority limits.

Manages reporting staff, including selection, development, performance management and other people practices.

#### Qualifications

##### EDUCATION AND EXPERIENCE:

Typically requires a Master's degree (in Planning, Public Policy, Engineering or a related discipline), plus seven (7) years' experience with progressively increasing levels of responsibility, with significant project management accountability and structured decision analysis in an agency specializing in planning or transportation.

##### OTHER REQUIREMENTS:

Advanced knowledge of the principles, theories, concepts and practices of complex, multi-stakeholder planning.

Advanced ability to lead all aspects of plan development, project management, and project teams.

Solid Expert knowledge of plans, products, roles and responsibilities of government agencies.

Solid understanding of the regional transportation authority, transportation and land use planning, social planning, related engineering process, modelling, finance mapping, legal and statutory processes, political structures and governance.

Advanced analytical skills including the ability to identify and assess the impacts of project-related risks and opportunities in an integrated, multi-disciplinary, highly sensitive environment.

Advanced written and oral communication skills including the ability to compose and deliver reports and presentations to a variety of audiences at all levels and to facilitate meetings.

Advanced interpersonal skills including the ability to achieve consensus between internal and external groups. Includes negotiation skills as they pertain to contracts, multi-party agreements and conflict resolution.

Advanced decision-making skills to make recommendations/resolve transportation planning and project-related issues, and conflict resolution skills to mitigate and minimize project risks and issues.

#### Other Information



TransLink Major Studies advances TransLink's major expansion projects for Ten Year Priorities (TYP), found here in the attachment. The Lead Planner is the highest role within the planner series. Lead planners are typically experienced technical and team leaders who can work with a variety of disciplines such as planning, engineering, architecture and project management to support a project as it develops. Candidates should have strong cultural competency in working with a variety of communities to advance Reconciliation, Equity, Diversity and Inclusion per TransLink's corporate guiding principles.

We have 3 available positions. Candidates may apply for one or all of these positions of interest:

#### Lead Planner – UBCx project

The ideal candidate for this position will have knowledge of integrated transportation and land use planning, including technical knowledge of rail design, operations, and station design or related experience. Experience working with First Nations and urban indigenous groups is a plus. This position reports to Director, Major Studies.

#### Lead Planner – BRT and Rapid Bus Action plan

The ideal candidate for this position will have an interest in integrated transportation and land use planning. The program is at its inception and the position will oversee a consultant team or teams and interdisciplinary staff teams. Experience and interest in bus-based or BRT planning is a plus. This position reports to Director, Major Studies.

#### Lead Planner – North Shore Rapid Transit

The ideal candidate will have some municipal level experience or have worked with local governments to advance integrated transportation and land use plans. The program has more advanced technical considerations such as benefits assessments, engineering scope review, and review of local transportation plans and bylaws. The ideal candidate will have a strong aptitude for working with a variety of stakeholders, including municipalities and First Nations to advance detail design and project development. This position reports to Director, Major Studies.

**Recruitment Process:** An applicant will be required to demonstrate their suitability for this position by meeting the minimum level of qualifications and experience in order to be invited into the selection process. A standard interview format will be used including general, scenario and behavioural descriptive interview questions.

#### Work Schedule



37.5 hours per week.

#### Work Designation

Hybrid

This position offers the flexibility of working both on-site and remotely within B.C.

#### Rate of Pay

Salary starting from: \$105,192 per annum.

The Total Compensation Package includes Extended Health, Dental, Transit Pass and enrollment in the Public Service Pension Plan. Focus on your development through tuition reimbursement, training, and mentorship programs. Enjoy a variety of health and wellness programs, including access to gym facilities. Speak to us to know more about what we offer.

#### How to Apply

Please click the 'Apply' button at the top right corner of the page or go to <http://www.translink.ca/careers> to apply for this position and view instructions on the process.

INSTRUCTIONS: Please save your (1) cover letter, and your (2) resume as one pdf document prior to uploading your application on-line.

Posting Date: January 18, 2023

Closing Date: Open until filled

Please note that only those short listed will be contacted.

Having trouble applying? Please view the System Requirements & FAQ's by going to <http://www.translink.ca/careers>.

#### Equal Employment Opportunity

TransLink is committed to employment equity and building a diverse workforce, representative of the customers we serve and the many communities in the Metro Vancouver region. We welcome and encourage Indigenous applicants, people of colour, all genders, 2SLGBTQ+ and persons with disabilities to apply. Learn more about TransLink's commitment to equity, diversity and inclusion.



Accommodations are available on request for candidates taking part in all aspects of the selection process. For a confidential inquiry, simply email us at [jobs@translink.ca](mailto:jobs@translink.ca).