# Job Information

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| Job title | **Senior Biodiversity Planner** | | Job Code:  SRBIOD | Pay Band:  R |
| Title of immediate supervisor | Manager of Urban Forestry, Natural Areas, and Community Stewardship | | | |
| Department/Division | Parks, Recreation & Community Services / Parks | | | |
| Prepared by | A. Link | | | |
| Date Created | Dec. 30, 2022 | Revised date | February 20, 2024 | |

**Job Purpose** The Senior Biodiversity Planner works as part of a team of professionals within the Urban Forestry, Natural Areas, and Community Stewardship Section of the Parks Division. This strategic role is accountable for working across the organization on the development of medium and long-range environmental management and land use plans to support implementation of the District of Saanich’s Biodiversity Conservation Strategy, as well as monitoring and reporting on the strategy’s implementation. The Senior Biodiversity Planner will also support implementation of related strategies and plans, most notably the Urban Forest Strategy update and Climate Plan.

The position is responsible for providing in-house technical expertise at a professional level, as well as project management. This includes overseeing development of bylaws and policies, preparing and delivering reports and presentations, and providing recommendations related to conservation, enhancement, and stewardship of biodiversity in the District.

# Duties and Responsibilities

* Coordinates and leads the implementation of strategies and initiatives related to the Biodiversity Conservation Strategy in conjunction with relevant capital and operational programs, as well as monitoring and reporting on the strategy’s implementation.
* Leads the development of biodiversity and environmental management components of new and updated land use plans and biodiversity policy planning by researching, collecting data, and providing analysis and recommendations.
* Engages the public by participating, conducting, and leading public meetings, focus group sessions, and public outreach special events.
* Oversees development of bylaws and policies related to biodiversity conservation and environmental management.
* Responds to public enquiries and complaints through written correspondence, phone conversations, and in-person meetings.
* Researches, analyses and produces studies, reports and recommendations related to a variety of complex, multi-faceted policy issues and environmental management applications.
* Makes independent decisions and exercises an independence of thought in addressing complex and challenging issues.
* Collaborates, liaises with, and provides advice to other municipal departments, municipalities, agencies, federal and provincial departments, consultants, developers and the community to achieve biodiversity and Divisional objectives.
* Manages projects from initiation to completion, developing associated work plans and community engagement processes, managing project teams and adhering to timelines and budgets.
* Manages and provides direction to consultants and contractors.
* Directs the work of staff related to biodiversity planning and environmental management.
* Works to establish and confirm funding trends, requirements, and methods for long term sustainable biodiversity conservation and enhancement funding.
* Reviews, and recommends changes to District Parks standards, policies, and asset management objectives.
* Prepares information for internal and external communications (including bulletins, social media, and the website) to keep the public and internal and external stakeholders informed.
* Participates and acts as a representative of the District as part of various senior level government task forces, committees and workshops.
* Represents the Parks Division and the District on internal and external advisory committees, environmental initiatives and projects, and events.
* Makes presentations to Council, public and technical committees in relation to policies, bylaws, land-use plans and relevant District strategies (e.g. Biodiversity Conservation Strategy, Climate Plan, etc.).
* Researches and keeps up-to-date on emerging biodiversity planning issues, trends, and developments.
* Performs other related duties as required.

# Qualifications

* University degree in environmental planning, ecology, biodiversity, conservation biology, or environmental/natural resource management from a recognized university.
* Four years of progressive experience in environmental, biodiversity, natural resource, and/or conservation planning.
* Eligible for membership in the province’s College of Applied Biology, Canadian Institute of Planners, Association of Registered Professional Foresters or other relevant professional body.
* Proficiency in Microsoft Office Suite and understanding of GIS as it applies to biodiversity planning and management.
* Excellent communication, research, writing, presentation, project management, public engagement, and interpersonal skills
* An equivalent combination of education and experience may be considered.

# Physical Requirements

* Sufficient health, physical conditioning, strength, stamina, and coordination to permit performance of work indoors and outdoors.

# Working Conditions

* Works primarily in an office environment.
* May work outside, primarily in parks and natural areas, in varied terrain and in all types of weather.
* May be required to work evenings or weekends on occasion.