



Box 143, GRP 200, Winnipeg, MB R3C 2E6
Visit us online at www.sipd.ca

CentrePort Office
5-15 Davis Way
RM of Rosser, MB
T: 204-467-5587
F: 204-467-8383
E: info@sipd.ca

Stonewall Office
285 Main St.
Stonewall, MB
T: 204-467-5587
F: 431-381-0031
E: info@sipd.ca

Junior Planner (Full Time) – CentrePort Office

The South Interlake Planning District (SIPD) is accepting resumes for the position of **Junior Planner**. This full-time position is responsible for assisting the General Manager with the coordination of various planning applications, including zoning by-law amendments, subdivisions, conditional use applications, and variances, ensuring their completeness, accuracy, and conformity to applicable policies and regulations. This position requires the ability to prepare and maintain records, reports, and statistics related to their work, to prioritize tasks and work under regular deadlines, and to deal tactfully with a variety of stakeholders. The Junior Planner will also assist the SIPD with various policy development initiatives, including Development Plan, Secondary Plan, and Zoning By-law reviews. A detailed job description for this position is available here: <http://www.sipd.ca/p/employment-opportunities> .

Minimum Qualifications:

- Legally entitled to work in Canada;
- Possess a valid full stage Manitoba Class 5 driver's license and have access to a reliable vehicle;
- Membership or eligible for membership in the Canadian Institute of Planners;
- Post-secondary degree in Urban, Rural or Regional Planning or related discipline;
- Minimum of one (1) year of professional experience working for a planning district, provincial or municipal government environment, or as a private planning consultant. An equivalent combination of education and experience may be considered;
- Considerable knowledge of community planning principles and best practices and current trends in development planning;
- Familiarity with The Planning Act (Manitoba);
- Strong written communication skills to clearly and concisely prepare professional reports, memos, and other documents;
- Demonstrated research, analysis, and report writing skills;
- Excellent interpersonal skills to facilitate effective working relationships with internal and external stakeholders;
- Experience working with Geographic Information Systems (GIS) and its application in the field of planning;
- Experience with planning application review and permit management systems is considered an asset;
- Proven ability working with computers and office related software (e.g., MS Office Suite).

Hours of Work: Monday to Friday, 8:30AM to 4:30PM, with one hour for lunch.

Compensation: The salary range for this position is **\$55,000 - \$65,000**, commensurate with qualifications and experience. The SIPD also offers a comprehensive benefits package.

Office Location: This position will operate from the SIPD's office located at **Unit 5, 15 Davis Way, R.M. of Rosser (CentrePort)** (i.e., north of CentrePort Canada Way (PTH 190) and west of Brookside Boulevard).

If you are interested in applying for this position, please email your **cover letter, resume, and three references (a minimum of two references must be work-related)** to Eric Shaw, General Manager of the South Interlake Planning District, at eric.shaw@sipd.ca.

Please note: We thank all those for applying, however, only those selected for an interview will be contacted.