



Planning & Regulations Administrator

Permanent/Full-time

JOB SUMMARY

Under the general guidance and supervision of the Planning and Regulations Manager, the Planning and Regulations Administrator is responsible for all administration components related to applications for planning files and permit applications. This role involves ensuring compliance with relevant regulations, policies, and Acts, such as the Planning Act, Provincial Environmental Policies, the Provincial Policy Statement (PPS), and the Conservation Authorities Act.

DUTIES AND RESPONSIBILITIES

Development and Planning Application Review, File Management, and General Inquiries

- Review and respond to general inquiries under Ontario Regulation 319/09 and Quinte Conservation's Planning Program.
- Screen potential permit and planning applications, ensuring completeness.
- Respond to public inquiries regarding regulatory and planning requirements.
- Maintain liaisons with municipalities, agencies, consultants, real estate agents, and the general public.

Administrative

- First point of contact for all phone calls and emails, serving as the gatekeeper for the Planning & Regulations Department.
- Start all files for planning & regulations applications, collect fees, and manage the entire process.
- Maintain On-base for the P&R department to support FOI requests.
- Prepare staff reports and summaries.
- Maintain positive working relationships with stakeholders.
- Create accurate records of property inquiries, planning, and regulation application.
- Proficient in document management systems, with a strong emphasis on OnBase.
- Demonstrated experience and expertise in navigating, managing, and organizing digital files within the OnBase platform.
- Knowledge of OnBase functionalities, including document capture, indexing, workflow automation, and retrieval.
- Strong organizational and analytical skills, with attention to detail in maintaining accurate and up-to-date records within the OnBase system.
- Stay abreast of updates and new features within OnBase, ensuring continuous optimization of the system for enhanced functionality.



EDUCATION/SPECIALIZED TRAINING/SKILLS

Education (degree/diploma/certifications)

- General knowledge and understanding of conservation and environmental land use principles and issues acquired through a university degree/college diploma/equivalent in Geography, Environmental Science, Planning, or related field.

Experience

- 1 to 2 years of related experience

Knowledge/Skill/Ability

- Valid Ontario “G” Driver’s Licence
- Working knowledge of relevant legislation and regulations
- Analytical and interpretive skills
- Knowledge of Geographic Information Systems
- Knowledge of digital filing
- Excellent organization and communication skills

JOB DETAILS

This job is located at Quinte Conservation’s office in Belleville, ON. The annual salary range is \$57,760 to \$67,571 annually, 35 hours per week. This position qualifies for group benefits, vacation, and OMERS pension. The start date for this position is February 5, 2024.

HOW TO APPLY

- Apply by email with cover letter and resume to: Human Resources, at hr@quinteconservation.ca
- Include “Planning & Regulations Administrator” in the subject line of your email.
- Application deadline is January 14, 2024, at 11:59 pm

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

Quinte Conservation is proud to provide employment accommodation during the recruitment process. Should you require any accommodation, please indicate this on your application and we will work with you to meet your accessibility needs. For any questions, suggestions or required documents regarding accessibility in a different format, please contact us at 613-968-3434 or hr@quinteconservation.ca.