**Department of Human Resources**

**EXEMPT Job Description**

**Job Title:**  Director, Campus Planning & Development

**Job Number:**  X-390

**NOC:** 2153

**Band:**  10

**Department:**  Facilities Management

**Supervisor Title:** AVP Facilities Management

**Last Reviewed:** October 27, 2020

**Job Purpose**

Reporting to the AVP, Facilities Management, the Director, Campus Planning & Development is a member of the senior management team who participates in the development and implementation of strategic and long-term plans to ensure the effective delivery of campus planning and development services for Trent’s Symons Traill and Durham campuses. The role provides leadership for campus development planning approval processes, engages and monitors consultants, liaises with regulatory agencies, and provides advice and expertise on planning matters enabling growth and development of Campus. The role also includes the management of the project management office within Facilities Management.

Supporting the Trent Lands Committee, this position creates and implements development plans including site specific studies, processes to attract developer interest and administration of property lease negotiations. Coordinating and attending Committee and Technical Working Group meetings, and ensuring all approvals are received for projects. They monitor and actively participate in municipal and provincial processes that have potential to affect Trent Lands.

**Key Activities**

Land Development and Project Management

* Working under the guidance of the Trent Lands Committee, create a Development Plan to implement the approved Trent Lands and Nature Areas Plan for the Symons Campus, including
  + Coordination of market analysis to develop financial models that project net lease revenue for development parcels proposed lease or other arrangements
  + design standards
  + calls for proposals and administering bid review processes
  + ensuring zoning and other approvals are in place
* Completion of environmental impact studies and oversight of environmental monitoring, enhancement and restoration associated with development sites to achieve net benefit to the ecosystem
* Implement the approved Development Plan including negotiating leases, approving contracts, undertaking applications/approvals required to proceed, development of site-specific plans, development of guidelines including environmental/ signage/ design/ landscape, consultation with agencies/ communities, etc.
* Project management of capital infrastructure and development projects, studies and initiatives from concept through to completion, including engaging consultants and services, and establishing the project scope, budget and work schedule.
* Play a lead role in land use plan creation and reviews such as Trent Lands and Nature Areas Plan, to reflect the Institution’s vision for growth and development while being respectful of the natural environment. Work includes research of a broad range of planning issues and trends, analyzing policy, and drafting ideas, recommendations, and policies.
* Administer the direction of the Technical Working Groups including coordinating meetings, liaising with stakeholder groups and City departments; researching and preparing recommendations and reports to Committees such as the Trent Lands Committee and Finance and Property Committee.
* Provide leadership, guidance and direction to oversee the development planning approval process pursuant to the Planning Act and other applicable Provincial and local legislation.
* Develop planning rationale, justification or alternate solutions in addressing development proposals in keeping with by-law compliance and Institutional mandates.
* Develop and coordinate RFPs to secure consultants, and manage consultants and services needed to complete components of land use plans such as development approvals, environmental studies, urban design, advertising, venue space, and document publishing.
* Manage and monitor the development approval process to ensure the efficient and effective development submissions for approval through Consultants including development agreements. Ensure compliance to all requirements, and submission of progress and other reports as required.
* Research population and housing trends and produce projections for use in planning related projects and other Institutional projects, and
* Research and prepare recommendations and staff reports for Trent Lands Committee and Finance and Property Committee

Engagement and Communication

* Support and participate in land use public engagement framework consisting of conducting open houses/workshops, including public presentations, online engagement and surveys for development application process.
* Coordinate and oversee all aspects of planning policy updates and initiatives including:
  + organize University working/advisory groups related to planning and development application;
  + ensure required notices are prepared and distributed;
  + coordinate input from stakeholders and departments, external commenting agencies and the public;
  + ensuring public consultation notices are prepared and distributed;
  + collaborate with and support the Office of Community Relations to seek and coordinate input from stakeholders and departments, external commenting agencies, and the public for the application process;
* Play an active role in City and County studies, and in planning and regulatory processes that have the potential to affect Trent's lands e.g. Official Plan revisions, master transportation plans, municipal class environmental assessments, tree conservation by-laws, watershed regulations, etc. Coordinate Trent's review and response to such proposals, plans and reports.
* Represent the Institution at various community forums and provide senior-level planning advice, information and direction on a wide-range of planning-related inquiries to various community/stakeholder groups.
* Serve as staff liaison and advisor for various internal and external advisory committees and working groups with respect to land use issues.
* Develop and foster relationships with other levels of government, community organizations and the private sector regarding the development and land use matters.
* Build and maintain effective relationships with University stakeholders including academic departments, researchers, student groups (TCSA etc.), ancillary operations (athletics, housing, conferencing, security & parking, etc.), ecological advisory committees; identify user’s needs and educate them about project planning and implementation processes; set-up, manage and respond to expectations within budgetary framework.

Financial

* Work with the Purchasing Department to develop project Request for Proposals (RFP’s), Request for Expression of Interest (RFEI) and/or Tender documents, which lead to study, design and/or construction contracts. Prepare RFEI documentation in collaboration with the University’s Purchasing Department for selection and pre-qualification of professional design firms (architects, professional engineers, etc.); chair the selection review committee and produce recommendations for Senior Administration on the proposal results.
* In conjunction with Administration Manager and the Department of Finance assists in the preparation of capital audit statements for MTCU/Board approval as they relate to BOG approved Capital Programs; Government funded grants or programs (FRP, CRP etc.); Donor gifts; Federal & Provincial Research Granting Agencies (SSHRC, NSERC, CFI, OIT), etc.
* Prepare Division operating and capital budgets. Responsible for project management accounting of development planning related initiatives, including authorization for payments of work completed

Commercial Lease

* Manage financial matters, coordinate maintenance work, negotiate and enforce leases, and prepare performance reports.
* Reporting property's financial status, occupancy and expiring leases to property owners.
* Coordinating property expenses, including taxes, mortgages, insurance premiums and maintenance costs.
* Work with Institutions solicitor to address any landlord tenant related matters.

**Education**

Requires an individual who has a University Degree in Planning Designation as a Registered Professional Planner and membership eligibility in Ontario Professional Planners Institute is required.

**Experience Required**

Requires an individual who has a minimum of 10 years’ experience. Must have working knowledge of municipal planning process and planning documents such as the Planning Act, The Growth Plan for the Greater Golden Horseshoe, Provincial Policy Statement, the Official Plan and Zoning By-law; the ability to comprehend all forms of interpersonal relationships in a public forum; and to interact between government and the private sector. Must have excellent communication (verbal and written), negotiation and project management skills; well-developed public relation skills and proven leadership ability. Must be a team player with a commitment to quality customer service. Experience in a development environment would be an asset.

**Job Evaluation Factors:**

Managers are requested to fill out the section below for job evaluation purposes.

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| **Analytical Reasoning**  Must have excellent problem-solving capability in a fast paced environment.  Work site conditions are diverse and complex and require the ability to read, interpret, co-ordinate and discuss and explain architectural, structural, civil, landscaping, drawings with multi-disciplinary stakeholders, to ensure work on site progresses to a predetermined schedule and budget. Grasp the needs of various stakeholders to negotiate favourable outcomes for Trent in highly complex and complicated matters. |
| **Decision Making**  Decisions are made throughout daily activities, following the analysis of varied options, with minimal or no supervision.  The decision to approve a Change Order follows a detailed review of the scope of the project, impact analysis, as well as taking into consideration schedule and budgetary constraints.  Proposals and reports to Committee and Board are reviewed by the AVP and VP prior to being present at Committee or Board. |
| **Impact**  Consequences of giving inappropriate advice in an investment environment may result in serious financial and legal liabilities and the loss of reputation tor the Institution. Errors may be embarrassing to the Institution and could result In large financial implications.  Prepares data on which decisions are based that could have long-term implications for growth and land acquisition decisions. Regularly works with confidential corporate information related to commercial and residential land acquisition, land use information, and development information.  Cost overruns, due to unknown circumstances, can have a financial impact on the overall budget.  Must be able to use discretion and maintain confidentiality; must understand the duties of responsibility inherent in a publicly funded institution with respect to Freedom of Information (FOI) legislation |
| **Responsibility for the Work of Others**  Direct Responsibility  Project Management Office – Includes 2 Project Managers and 1 Architectural Technologist  Provides seasonal supervision and coordination of students.  Indirect Responsibility  Involved in research activities and functional guidance to staff in other areas of the Institution.  Oversees and is responsible for external consultant. |
| **Communication**  Internal   * Senior Administration- presentation of project updates including budget and schedule information * External Relations – coordinate public and external engagements * Purchasing Dept. – coordinate procurement of goods and services for projects within University purchasing policies * FM - work with other FM managers to ensure project coordination and completion in a timely manner and within budget * Executive Director Clean Tech - coordinating projects to maximize the impacts on development * Board of Governors and related committees – makes presentations   External   * Planners – select and manage planning consulting services for projects * Engineers- retain services for projects related to land use and development * Regulatory Agency and Municipal Officials – Building, Planning, Engineering, Legal, conservation agencies etc, to ensure compliance with municipal codes and legislation * Provincial Agencies – MOE, MNR, MTCU, TSW, MPAC, OMB * Other Consultants – Environmental, Archaeological, Hydro-geological, Structural, Surveying * Developers and tenants |
| **Motor/ Sensory Skills**   * Driving - To attend internal and external meetings * Dexterity/Coordination - Interaction at special events * Hearing, speech and visual: complex remote and face to face communication, negotiation and presentations * Job duties require keyboarding throughout the day: dexterity requires a high level of precision, with minimal tolerance for error. There is a requirement for speed and accuracy. * Attention to detail is essential as there is a high degree of risk associated with error. * Visual - Analysis of financial reports, reviewing contracts, reading queries or memos, verifying numbers |
| **Effort**  Mental   * Must be capable of performing the physical demands associated with the position including defending professional recommendations in a public forum which may lead to considerable mental stress, outdoor environments including harsh environments at times, operating a computer (daily) with the ability to focus on key areas of job for long periods of time. May be exposed to emotionally charged situations from members of the public, developers, stakeholders or contractors.   Physical   * Sitting for prolonged periods of time while keyboarding and/or reviewing project specifications and/or drawings. |
| **Working Conditions**  Physical   * Long periods of time spent keyboarding, in meetings * Site visits include being on your feet for long period of time on uneven terrain * Prolonged standing at special events   Psychological   * Constant interruptions with limited opportunity to dismiss. Antagonistic meetings with large multi-disciplinary groups. Changing priorities and deadlines. |
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