



ERA Architects Inc.
#600-625 Church St
Toronto ON, M4Y 2G1

PLANNER - TORONTO

Description of the position:

ERA is seeking energetic and enthusiastic individuals with 8-10 years land use planning experience to join our multi-disciplinary team. The majority of our work involves the adaptive reuse of existing heritage buildings within Toronto and the GTA. The ideal candidate will have well-rounded planning experience and a demonstrated passion for heritage planning, as well as excellence in planning and feasibility analysis, project coordination and management, and production of submission materials to municipal approval authorities and the Ontario land use planning tribunal (OMB/LPAT).

They should also have demonstrated verbal and written communication skills, excellent organizational skills, and an ability to multi-task in a busy office. This position will involve working in a collaborative team environment, supporting projects of various scales and complexity.

Work samples should demonstrate critical thinking, analytical rigour, and attention to detail.

Key Responsibilities:

- Work in a collaborative team environment;
- Manage project workflow and project staffing in a multidisciplinary environment;
- Prepare and/or oversee preparation of letters, presentations and deputations to Municipal Heritage Committees, Community and City Council;
- Prepare and/or oversee preparation of evidence for hearings before the LPAT (and, to a lesser extent, TLAB);
- Prepare and/or oversee preparation of submission materials in support of applications to municipal approvals authorities;
- Support and maintain strong relationships with co-consultants and other team members;
- Manage project budgets and project staffing in collaboration with the Project Associate/Team Lead;
- Resolve issues in collaboration with the Project Associate/Team Lead; and
- Report to the Associate on a regular basis.

Qualifications:

- No fewer than 8-10 years of experience in land use planning within Ontario, with demonstrated experience in heritage planning;
- Experience in all phases and components of a project lifecycle, including client communication, consultant coordination, feasibility/planning analysis, municipals approvals processes (OPA/ZBA/SPA/CoA/etc.) and hearings before the land use planning tribunal;
- Strong familiarity with Ontario's land use planning system and heritage legislation;
- Strong familiarity with municipal planning policy and regulation within the City of Toronto (familiarity with municipal planning policy and regulation in other Ontario jurisdictions is an asset);
- Familiarity with the Standards & Guidelines for the Conservation of Historic Places in Canada;
- Proficiency in Adobe Creative Suite (inDesign) and MS Office;
- CAHP, RPP, MCIP preferred;
- Excellent interpersonal skills, strong client communication, collaboration and conflict resolution skills are required.



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Education and Experience:

An undergraduate degree in land use planning or a related field with 8-10 years of work experience in Ontario. Graduate degree in land use planning preferred.

Please send your CV and include with it a writing sample (not professionally edited) to shelleyl@eraarch.ca by April 17th, 2020 at 5:00PM. We thank all applicants who have applied, however, only those selected for an interview will be contacted

About ERA Architects: Founded in 1990 and based in Toronto, Montreal and Ottawa, ERA Architects Inc. specializes in architecture, landscape, heritage conservation and planning as they relate to historical places and provides full professional services for both the public and private sectors. Our core interest is in connecting heritage issues to wider considerations of urban design and city building, and to broader cultural values that provide perspective to our work at different scales. ERA frequently works collaboratively with other firms to engage in city building, conserving heritage architecture, and improving the built environment.

ERA does not discriminate against applicants or employees because of their race, creed, color, age, religion, gender, disability, sexual orientation, marital status, military status, national origin or ancestry. ERA is committed to fostering an inclusive and equitable workplace where all employees and partners feel valued, respected and supported. ERA is committed to working with and providing accommodation to applicants with disabilities.