



## **PLANNER**

ERA is seeking an energetic and enthusiastic individual with a minimum of 5-7 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 authorities having jurisdiction, including 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. The candidate will behave ethically, foster teamwork, positively influence others, and is a creative problem solver that is able to implement plans. This position will involve working in a collaborative team environment, supporting projects of various scales and complexity. This role supervises and directs day-to-day work and is accountable for scheduling, directing, and reviewing the work of others. The candidate will explore and develop specific technical and theoretical knowledge through ongoing education.

### **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 authorities having jurisdiction, which may include:
  - Research, coordinate, and produce information to support project work, including historical research, analysis, and written descriptions of buildings and sites;
  - Contribute research, writing, and analysis to key product documents, including Cultural Heritage Evaluation Reports, Heritage Impact Assessments, Conservation Plans, development applications, options analyses, and risk assessments;
  - Develop and maintain knowledge of land use planning, heritage conservation best practices, relevant policy and legislation;
  - Provide apt descriptions of proposed developments or alterations, including identification of impacts and mitigation measures;
- Prepare and/or support responses to requests for proposals, work closely with the business development team to ensure well developed and timely proposals are issued;
- Support and maintain strong relationships with co-consultants and other team members;
- Manage project budgets, schedules, deadlines, and project staffing in collaboration with the Project Associate/Team Lead;
- Prepare and/or support administrative functions for effective project delivery, for example review draft invoices; participate at staff meetings, provide progress reports, timesheet entries,
- Ensures and directs that work is reviewed at the appropriate level by the appropriate discipline,
- Reviews and revises work by the project team to generate polished and accurate outputs in preparation for Associate sign-off;
- Resolve issues in collaboration with the Project Associate/Team Lead; and



- Report to the Associate on a regular basis.

### **Qualifications:**

- No fewer than 5-7 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 provincial planning policy in Ontario and 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;
- Excellent research skills including experience with archival as well as primary and secondary source research;
- Excellent writing skills, attention to detail, and an ability to adapt writing style to suit different audiences and project requirements;
- Excellent verbal communication and interpersonal skills;
- Ability to read architectural drawings.
- 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.
- Demonstrates critical thinking skills in the production of documents and an awareness of context/client or file sensitivities

### **Education and Experience:**

An undergraduate degree in land use planning or a related field with minimum 5-7 years of work experience in Ontario, but a graduate degree in land use planning is preferred. Additional work experience including with Provincial Ministries or Prescribed Public Bodies is an asset.

Please send your CV and include with it a writing sample (not professionally edited) to [andreaw@eraarch.ca](mailto:andreaw@eraarch.ca) by Friday September 4th, 2020. Work samples should demonstrate critical thinking, analytical rigour, and attention to detail. 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 Architects Inc.  
#600-625 Church St  
Toronto ON, M4Y 2G1

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.