



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

## HERITAGE PLANNER

ERA is seeking a heritage planner to join our Ottawa team. With a background in urban planning, public policy, heritage conservation, architectural history, cultural geography, or a related discipline, you will support ERA's cultural heritage team through research, writing, policy analysis, and collaborative problem-solving. Your contributions will support a wide range of heritage planning and rehabilitation projects at the Federal and local levels.

You are an energetic, motivated, and self-disciplined individual who also has the capacity to work collaboratively within small and large teams to support project work of various scales and complexity. You are an organized individual capable of dealing with complex project requirements involving multiple stakeholder groups and have the ability to coordinate many tasks at once while producing work of a high-quality demonstrating attention to detail.

### Key Responsibilities:

- 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 heritage conservation best practices, relevant policy and legislation.

### Core Competencies:

- Excellent research skills including experience with archival and primary source research;
- Excellent writing skills and an ability to adapt writing style and approach to suit different audiences and project requirements;
- Excellent verbal communication and interpersonal skills;
- Familiarity with Federal, Provincial, and Municipal heritage policy and legislative frameworks, including the Planning Act, Ontario Heritage Act, Provincial Policy Statement, and the Standards & Guidelines for the Conservation of Historic Places in Canada an asset;
- Competency with InDesign software would be an asset;
- CAHP preferred.

### Education and Experience:

A post-secondary degree in a related field (e.g. heritage conservation, planning, architecture, urban studies, geography, art or architectural history, history) with 5-8 years of work experience.

Please send your CV and include with it a writing sample to Victoria Angel [victoriaa@eraarch.ca](mailto:victoriaa@eraarch.ca) by April 17, 2020.

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 reasonable accommodation to



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applicants with disabilities. We thank all applicants for their interest; however only those selected for an interview will be contacted. No agency referrals will be considered.