



Job Description

POSITION:	COMMUNITY PLANNER	PROGRAM:	NODP
REPORTS TO:	SENIOR PROJECT MANAGER	EFFECTIVE DATE:	OCTOBER 22, 2018
WAGE BAND:	5	REVISED DATE:	OCTOBER 22, 2018
STEP RANGE:	\$50,986 - \$64,539	APPROVED BY:	

SUMMARY:

The Community Planner will work closely with the Senior Community Planner - CCP Program Lead to support the delivery of NADF's Comprehensive Community Planning program. The Community Planner will play a key role in the progress of community planning in NADF's service area, through teaching of community planning concepts, providing mentorship and technical supports to community CCP coordinators, and assisting in facilitation of local and regional planning processes.

ACCOUNTABILITY:

The Community Planner is directly accountable to the Senior Project Manager.

DUTIES AND RESPONSIBILITIES:

1. Build capacity within First Nation communities by teaching CCP and community planning concepts and processes.
 - a) Work closely with the Senior Community Planner to develop curriculum geared to First Nations and including best practices on community-based planning processes, planning skills, and community development.
 - i. Development and delivery of tailored community workshops to inform and educate First Nation leadership, staff and community members about the CCP process.
 - ii. Development and delivery of regional CCP training sessions to train CCP Coordinators from different First Nations on specific community planning skills.
 - iii. Support the coordination and logistics of annual regional CCP Workshop for all First Nations in northern Ontario on Comprehensive Community Planning.
2. Support First Nations communities as they develop Comprehensive Community Plans.
 - a) Work closely with the Senior Community Planner to identify First Nations communities who are ready and willing to proceed with community planning.
 - i. Research past community processes and documents in order to educate community members and inform current processes.
 - ii. Attend community meetings to explain the planning process, to assist in developing a customized community process and to ensure realistic expectations for NADF involvement.
 - iii. Support local community planning coordinators to develop a CCP work plan based on best practices, resources and tools available.

- iv. Support the facilitation of community engagement sessions in order to produce a final document for implementation with measureable objectives and targeted results.
- v. Monitor, analyze, and review progress on community plans to highlight the successes, key findings.
- vi. Support the collection, management, and analysis of information, and make recommendations for improvement and assist in whatever way possible to progress community priorities as outlined in their CCP work plan.
3. Be cognizant of NADF target groups, youth and women, and bring to the appropriate Managers' attention any information that would assist in reaching out to and engaging these groups. Prepare activity reports to meet the requirements of the funding agreements and internal reporting requirements.
4. Attends internal or external meetings as required.
5. Other duties as assigned and requested by the Senior Project Manager or designate.

STANDARDS OF PERFORMANCE:

1. Works productively and professionally as a member of the NADF's team and maintains co-operative working relationships with all NADF staff and with partners, agencies and clients.
2. Maintains the strictest of confidence with regards to NADF clients, their files or other dealings, and with all personnel and other confidential internal records and proceedings.
3. Assigned duties and responsibilities are carried out in a professional and timely manner in cooperation with management and staff as per policies and procedures.
4. Completes all reports and submissions on time and in a professional manner. Information contained in reports is concrete, specific, and measurable and relates to previously approved work plan objectives and results
5. Demonstrates time management and the ability to prioritize workload efficiently and effectively.
6. Willing to acquire new skills and knowledge required to fulfill duties and responsibilities and sees learning and development as part of the job.
7. Adheres to NADF policies and procedures.
8. Develops and implements a detailed work plan with time-based objectives and results that are concrete, specific and measurable.
9. Shows good judgment about when to take the initiative and when to obtain direction from their manager.
10. Works effectively and efficiently with a minimum of supervision
11. Knowledge of and commitment to the mandate and services provided by NADF.
12. Knowledge of the people, culture, history of Nishnawbe Aski Nation; in-depth knowledge of the economic climate and business development priorities of regional First Nations.
13. Ability to speak Cree, Oji-Cree, or Ojibway would be considered an asset.
14. Must be willing and able to travel by air and road to remote and rural northern communities, extensive travel.
15. Must have a valid driver's license, reliable vehicle and the required vehicle insurance as set out in the Employee Personnel Policy.

QUALIFICATIONS:

1. A post-secondary degree in planning or a related discipline with five (5) years of relevant comprehensive community planning/community research and engagement experience and/or a master's degree in Planning with proven

comprehensive community experience. A designation would be considered an asset.

2. Ability to coordinate with First Nations communities on community planning processes and initiatives, and tailor support to the unique needs of the communities.
3. Theoretical and practical experience leading comprehensive community planning processes.
4. Excellent written and verbal communication skills including demonstrated ability to write reports and proposals; strong presentation skills; ability to communicate effectively and respectfully with a variety of stakeholders.
5. Strong leadership skills and ability to work as part of a dynamic team.
6. Ability to prepare clear, concise written and verbal reports based on community engagement sessions, analysis of quantitative and qualitative data, and other research.
7. Ability to grasp concepts quickly and to interpret technical information, policies, and procedures and explain them to communities in an engaging way through written and verbal means.
8. Proven research and analysis skills through involvement with qualitative and quantitative research methods.
9. Proven interest and commitment to grassroots community development, processes of reconciliation, and social and economic justice.
10. Strong problem identification and problem-solving skills.
11. Strong knowledge of the First Nation's community planning context.
12. Excellent knowledge and experience using Office 365 and related products Microsoft offers.
13. Proficient in Microsoft Excel, Word, Outlook, Internet Explorer and able to maximize the productivity of technology in business.
14. Excellent customer relations, interpersonal skills including the ability to plan, organize and prioritize, delegate work effectively and prioritize to meet deadlines.