



Title: Director of Planning & Land Development

Reports To: Vice President of Acquisitions, Planning & Land Development

Key Accountabilities:

- Lead day-to-day land development project management
- Initiate, foster and maintain relationships with local Municipalities
- Manage the planning approval process
- Final approval on tendering and contract administration
- Manage, foster and maintain relationships with Consultants

Summary

The Director of Planning & Land Development is responsible for land development and project management for Phelps Homes, considering economic trends, planning regulations and policies when assessing land for potential projects. Working closely with, and reporting to, the VP of Acquisitions, Planning & Land Development, the Director will manage the real estate portfolio for Phelps, assisting in the creation of strategies, policies and procedures to meet the ever-changing needs of the business with a strong focus on customer satisfaction.

Managing planning approvals, researching zoning by-laws, construction regulations and environmental restrictions when considering prospective and current Phelps land/property, the Director of Planning & Land Development will assist in making projections that assess potential profitability based on population growth, traffic patterns, local taxes and other factors. The role involves participating in and managing the work of architects and contractors, development approvals, performing impact analyses and receiving primary completion certificates.

Specific Responsibilities:

- Manage and process the development projects of Phelps, managing approvals, regulatory requirements, servicing, and municipal assumption
- Assist with land development growth strategies, research, due diligence studies and pro forma reporting
- Prepare department master schedules, timelines, budgets, quarterly & annual reports; and assist with business planning
- Liaise with politicians, senior government officials, industry counterparts and department staff
- Cooperate with internal departments for budgeting, progress payments, development of site concepts, layouts and schedules
- Coordinate consultants, utility agencies and municipalities with regard to development submissions, applications and approval processing
- Participate in preconstruction and post construction inspections on development sites; and assisting to resolve deficiencies and follow-through to municipal assumption
- Participate in industry functions and committees as the main representative to the local Home Builders, attend and participate in association (NHBA, OHBA) meetings and events
- Support and provide leadership to direct reports

Position Requirements:

- Strong understanding of the Ontario Planning and Development system for development applications
- Willingness to continuously learn and grow
- Strong leadership, people management and team building skills
- Excellent interpersonal skills, ability to communicate and manage well at all levels of the organization internally and externally, be it suppliers/trades, municipal officials or customers
- Strong attention to detail – get to the bottom of the issue, be accurate
- Ability to deal with engaging and challenging projects with equal dedication
- Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses
- High level of integrity and dependability with a strong sense of urgency and results-orientation
- Deep understanding of key business drivers, with a track record of delivering results and enhancing company value
- Works well in lean, entrepreneurial organizations, committed to supporting and enhancing an entrepreneurial, collegial work culture
- Ability to exercise sound professional judgment and decision making on land-development issues as well as organizational and resource management issues
- Strong attention to detail and processes without sacrificing the big picture
- Pragmatic and searches out practical solutions to problems
- Exceptional verbal and written communication skills, with an ability to liaise with a variety of stakeholders including the Senior Leadership Team, and other external partners
- Proficiency with basic computer programs such as the Microsoft Office suite

Education & Experience:

- Post-Secondary education in Urban Planning, Urban Land Economics or a related field
- A minimum of 7-10 years' experience in land development, urban planning on the municipal side and or real estate development. Mid-rise construction experience an asset.
- Experience in project management in a high volume setup
- A strong understanding of current Development Industry Issues and Policy changes
- Prior leadership or supervisory skills
- Experience dealing with highly complex issues using broad scope of knowledge and experience gained through increasing responsibilities in the land development arena
- High level of strategic planning and implementation of strategic priorities
- Significant experience building senior- level relationships
- A thorough understanding of emerging relevant technology
- A comprehensive understanding of the process of planning and registration of projects

Working Conditions:

- A mix of construction & office environments
- Ability to adapt to changing priorities
- Overtime, including evenings and weekends, as required
- Mobile