

At **CreateTO**, we are a catalyst for city building, using our expertise and innovative thinking to help the City make the best use of its real estate to pursue its diverse goals.

CreateTO is part of a new City of Toronto city-wide real estate service delivery model that centralizes all real estate activities and integrates key functions to enable better coordination and execution of real estate strategies.

The Opportunity

Reporting to the Vice President, Land & Development Planning, the **Development Planner** assists with planning research and analysis and prepares drawings, graphics, maps and other related documents to support the Planning Team as well as the various Development Leads. Initially, a major responsibility of the role is the accurate co-ordination of due diligence materials and reports to support City initiated planning approvals for the Housing Now Initiative. In addition and subsequently, the work will involve seeking City Planning consensus or approvals on development plans for surplus City properties and properties for use by City divisions and agencies.

Qualifications

- Bachelor Degree in Planning, Geography, Economic Development, GIS and/or Graphic design
- 3 to 5 years of relevant experience is required at a professional level
- Current knowledge regarding land use planning, municipal planning initiatives, and development issues and trends
- Working knowledge of City of Toronto municipal land use planning approvals process
- Working knowledge of MS Office, Adobe Suite (InDesign, Illustrator and Photoshop), SketchUp Pro and GIS software
- Detail oriented and must possess excellent research and analytical skills
- Effective interpersonal and communication (verbal and written) skills
- Ability to efficiently organize, coordinate, and complete tasks and projects
- Ability to work well independently and as part of a team

CreateTO is committed to fostering a positive and progressive workforce. We provide equitable treatment and accommodation to ensure barrier-free employment in accordance with the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act. Candidates can request accommodation related to the protected grounds at any stage of the hiring process.

Interested and qualified candidates are requested to send their resume and cover letter in confidence to careers@createto.ca quoting the job title in the subject line by Friday, April 19th. Only those individuals selected for an interview will be contacted. No agencies at this time please.