

EMPLOYMENT OPPORTUNITY



PLANNING STUDENT

Employment Status:	Temporary, full-time contract until August 30, 2024
Compensation Range:	\$35.41 / 35 hours per week
Location:	London, ON

POSITION OVERVIEW

Reporting to the Director and/or Manager of Planning & Development, the Planning Student is responsible for assisting with a full range of planning functions, development projects and processes to support Middlesex County's land use planning function. Responsibilities will include researching and assisting with the preparation of reports, providing general operational support to the Department, responding to inquiries, and organizing meetings.

QUALIFICATIONS

- Currently enrolled in post-secondary education in a Planning Program or a related discipline
- Demonstrated verbal and written (including report writing) communication skills
- Excellent research, analytical, organizational, and time management skills
- Proficiency in Microsoft Office and internet software
- Excellent customer service skills with the ability to use tact and diplomacy to interact courteously and effectively with the public
- Knowledge of the Planning Act or other relevant statutory documents, Provincial Policy, and planning processes, is an asset
- Valid driver's licence and use of a vehicle

WHY CHOOSE MIDDLESEX COUNTY?

Middlesex County is a vibrant upper-tier municipality located in Southwestern Ontario. We offer a thriving business climate, easy access to transportation routes, and quality of life with exceptional healthcare facilities, affordable housing, an array of educational opportunities and bountiful recreation and cultural choices in a picturesque setting. The County's administration headquarters are located in London but Middlesex County is comprised of unique villages, towns and rural communities that have great attractions for residents and tourists. At Middlesex County, you will have a chance to make an impact in your everyday work and build lasting relationships in the communities in which we live and serve. We offer a culture that values inclusion, diversity of thought, and employee development. We invest in our people to help them leverage their strengths to achieve their career aspirations.

HOW TO APPLY

If you are interested in this opportunity, please submit your cover letter and resume by email to hr@middlesex.ca by 4:30 p.m. on April 2, 2024.

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for candidate selection purposes only.

WHAT WE OFFER

Flexible Work Opportunities
Employee Recognition Events
Professional Development
Flex Time/Banked Time-Off
OMERS Pension Plan (option to participate)
Employee and Family Assistance Program

VISIT OUR CAREERS PAGE

<https://www.middlesex.ca/departments/human-resources/job-opportunities>

Join our team and build a rewarding career!

Middlesex County is an equal opportunity employer. We are committed to a diverse and inclusive workplace for everyone. Accommodations are available throughout the recruitment process. If you are contacted for an interview, please advise us of any accommodations that may be required. This information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience.



COUNTY OF MIDDLESEX POSITION DESCRIPTION

TITLE:	Planning Student	
DEPARTMENT:	Planning & Development Department	
REPORTS TO:	Director and/or Manager of Planning & Development	
POSITIONS SUPERVISED:	None	
EFFECTIVE DATE:	March 2024	AUTHORIZED:

POSITION SUMMARY:

Reporting to the Director and/or Manager of Planning & Development, the Planning Student is responsible for assisting with a full range of planning functions, development projects and processes to support Middlesex County's land use planning function. Responsibilities will include researching and assisting with the preparation of reports, providing general operational support to the Department, responding to inquiries, and organizing meetings.

PRINCIPAL RESPONSIBILITIES:

- Supports the Planners in the review and processing of development-related applications
- Assists with maintaining all paper and digital files on development applications in accordance with established protocols
- Generates planning documents, including but not limited to, manuals and procedures
- Provides support on various development projects by performing related research and assisting with the preparation of reports
- Organize meetings, as well as provide excellent customer service by responding to general inquiries
- Perform additional duties and undertake special projects as assigned

MINIMUM QUALIFICATIONS:

- Currently enrolled in post-secondary education in a Planning Program or a related discipline
- Demonstrated verbal and written (including report writing) communication skills
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