



Position Title: Student Planner	Department: Planning Services
Date: February 2026	
Reporting Manager Title: Manager of Planning Services	
Reporting Supervisor Title (if applicable): Planning Officer	

Position Summary:

Reporting directly to the Manager of Planning Services the Student Planner undertakes planning-related research projects to support departmental initiatives and community planning activities. This position assists with data collection, report preparation, and the development of educational materials, bylaws, and administrative documents under the direction of Planning Officers and the Manager of Planning Services.

This position assists planning staff with the day-to-day department duties, usually during periods of increased development activity, such as the spring and summer months. The position is most often a term-position of four months, intended for a post-secondary student returning to school or as part of a co-op work term.

Essential Duties and Responsibilities:

Research and Data Analysis

- Research planning-related issues as directed and provide research reports to Planning Officers and/or the Manager of Planning Services.
- Collect, organize, and analyze data related to land use, demographics, environmental conditions, and community planning trends.
- Assist with the preparation of statistical summaries, tables, and visual data presentations to support planning projects and reports.
- Support mapping and data updates using GIS or other planning-related software tools.

Report and Document Preparation

- Prepare draft proposals, plans, and discussion papers based on research findings.
- Assist in developing draft bylaws and supporting documents.
- Write planning-related administrative materials, such as reports, discussion papers, memoranda, and briefing notes.
- Assist in the review and formatting of planning documents for publication or presentation.

Public Information and Education

- Develop educational materials such as brochures, fact sheets, and information packages for residents of the Cariboo Regional District.

- Support community engagement initiatives by preparing display materials, assisting at open houses, or helping to summarize public input.

Departmental Support

- Track the status of land use and development applications, and, working closely with Planning Officers, facilitate their efficient movement through the application review process through to completion.
- Responding to planning inquiries and process non-complex applications and referrals.
- Supporting other departments with land use inquiries, analyzing existing land use scenarios and making recommendations.
- Assist Planning Clerk and Planning Officers in production of public notices in accordance with provincial legislation.
- Provide information and assistance to staff and the general public on planning related matters including property information requests, Planning Department procedures and policy, and land use and development bylaw interpretation.
- Review building permit applications and bylaw enforcement referrals for conformity to land use bylaws, Provincial policy and regulations, and charges on title.
- Assist with records management and document organization for planning projects.
- Support Planning Officers and senior staff with research required for reports, policy reviews, and long-range planning initiatives.
- Perform other related duties as assigned to support the efficient operation of the Planning Services department.

Financial Resources:

- May assist with tracking project-related expenses or purchase orders under staff direction.

Technical Expertise:

Knowledge

- Knowledge of research methods and data collection techniques related to community or land-use planning.
- Basic understanding of planning principles, local government processes, and policy development.
- Familiarity with the *Local Government Act* and related regulations and policies.
- Familiarity with mapping systems (e.g., GIS) and data visualization.

Skills

- **Research:** Strong analytical and research skills, with the ability to interpret and summarize complex information.
- **Communication:** Strong written and verbal communication skills, with the ability to prepare clear and concise reports.

- **Technical Proficiency:** Proficient in Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).
- **Organization:** Excellent organizational skills and attention to detail in managing multiple tasks.
- **Design:** Ability to assist with basic graphic or map layout for reports and educational materials.

Abilities

- **Independence:** Work effectively with limited supervision, exercising sound judgment in data collection and reporting.
- **Collaboration:** Work effectively in a team-based environment with a diverse range of professionals.
- **Adaptability:** Adjust to changing work priorities and project needs.
- **Discretion:** Handle research data and internal documents with confidentiality and accuracy.
- **Learning:** Demonstrate curiosity and willingness to develop professional knowledge in planning practices and systems.

Education, Experience, and Qualifications Required:

- Currently attending post-secondary education in Planning, Geography, Environmental Studies, or a related discipline. Preference will be given to students in a Canadian Institute of Planners (CIP) accredited planning program.
- Some related research or administrative experience, preferably within a local government setting, is considered an asset.
- Demonstrated computer skills in Microsoft Office Suite (Outlook, Word, and Excel).
- Experience with GIS or mapping tools is considered an asset.

Working Conditions:

Work Environment: Office-based position within the Planning Services Department, with occasional field or site visit assistance as required.

Physical Requirements: Ability to sit for extended periods, conduct research, and prepare documents.

Work Schedule: Required to be flexible and adapt to changing work demands and timelines. May occasionally be requested to attend evening or weekend meetings.

Stress and Responsibility: Moderate responsibility for accuracy and completeness of research data and written reports.

Core Competencies Required for the Job:

This position requires proficiency in core competencies, as defined by the Cariboo Regional District's Core Competency Framework (refer to Appendix A for detailed descriptions).

Disclaimer:

This job description outlines the primary responsibilities and qualifications of the role. Additional tasks and duties may be assigned as needed to support team and organizational objectives.



Appendix A – For All Employees

Core Competency Framework for the Cariboo Regional District:

All employees of the Cariboo Regional District require proficiency in core competencies, as defined by the Cariboo Regional District's Core Competency Framework.

Community and Service Orientation

- Dedication to delivering high-quality, accessible services for all communities
- Providing responsive, respectful service that reflects the Cariboo Regional District's values and meets resident needs
- Demonstrating empathy, patience, and commitment to improving the quality of life for residents

Clear Communication

- Effectively conveying information to diverse audiences, including public presentations and written reports
- Actively listening to understand community concerns and respond with integrity
- Maintaining transparency in all interactions, ensuring clear, honest communication

Team Collaboration and Partnership Building

- Working effectively within and across teams to achieve shared goals
- Fostering cooperative relationships with municipal partners and community organizations
- Respecting and supporting diverse perspectives

Problem Solving and Accountability

- Identifying practical solutions to challenges with transparency and fiscal responsibility
- Using data and analysis to make informed, effective decisions
- Taking responsibility for actions and decisions, maintaining integrity and accountability



Project Management and Organization

- Planning and executing projects with a focus on community impact and resource efficiency
- Managing time and resources effectively, meeting deadlines and maintaining detailed records
- Adapting project plans to accommodate the needs of varied communities and changing priorities

Adaptability and Responsiveness

- Responding to changing needs and priorities across the Cariboo Regional District with resilience and flexibility
- Embracing continuous learning to stay relevant and effective in a dynamic regional context
- Demonstrating openness to feedback and willingness to improve

Cultural Sensitivity and Inclusivity

- Respecting and valuing the diversity within the Cariboo Chilcotin, including Indigenous and rural communities
- Fostering inclusivity and cultural awareness in interactions with residents and colleagues
- Demonstrating empathy and understanding for diverse community needs and values

Health and Safety Awareness

- Promoting a safety-conscious environment for both staff and residents
- Staying informed of relevant health and safety regulations
- Committing to safe practices in various settings, from urban to remote areas

Environmental Sustainability

- Advocating for environmentally responsible practices in all Cariboo Regional District projects
- Demonstrating commitment to conservation and sustainable use of natural resources
- Supporting initiatives that promote long-term environmental stewardship in the Cariboo Chilcotin



Emergency Preparedness and Crisis Management

- Coordinating effectively during emergencies, supporting community resilience
- Collaborating with local agencies and Indigenous communities for comprehensive crisis response
- Being prepared for quick, informed action in response to emergencies and natural disasters within the Cariboo Regional District

Leadership and Integrity

- Leading by example with honesty, ethical behavior, and commitment to the Cariboo Regional District values
- Inspiring and motivating others while fostering a culture of accountability and respect
- Acting as a positive role model, upholding high standards of professional conduct

Strategic Thinking and Regional Vision

- Aligning actions and goals with the Cariboo Regional District's mission to build vibrant, sustainable communities
- Anticipating future community needs and adapting strategies to address long-term goals
- Understanding broader trends that impact regional development, from social to environmental