



With 50 schools, over 22,000 students and more than 3,000 employees, the Simcoe Muskoka Catholic District School Board (SMCDSB) is an education community bound together by our beliefs. Our facilities are located in some of the most beautiful natural settings in the province. Our Board encompasses a large and dynamic mixture of urban centers, small towns and rural areas throughout Central Ontario. From Tottenham and Bradford West Gwillimbury to Parry Sound and Huntsville, from Collingwood and Midland to Barrie and Orillia, we are focused on enhancing the educational and spiritual development of our students. We offer excellent programs, resources and supports so that students are provided with every opportunity to reach their future goals and aspirations.

## **Manager, Planning & Properties**

A member of the management team and reporting directly to the Controller, Planning & Facilities, the Manager, Planning & Properties leads a team of three (3) people who are responsible for forecasting/reporting student enrolment levels throughout the school district and planning the short and long term purchase and leasing of properties/facilities to meet student needs in a manner that supports the Simcoe Muskoka Catholic District School Board's vision, mission and strategic plan.

Working with external experts, the Manager, Planning & Properties utilizes historical enrolment data, municipal development data and pupil yield information to generate/update the Board's 15-year enrolment forecast, in consideration of the pace of development expectations. This position collaborates with municipal planning staff, property developers and consultants to oversee tasks such as the placement of schools within new communities, site fit analysis, and soil analysis in support of projects to build new schools. This role also works closely with representatives from coterminous school boards in the establishment of Education Development Charges, which are a key source of funding to support the growth of SMCDSB. This position acts as the subject matter expert in support of contracts to purchase/sell Board properties and plays a leadership role in critical Board processes, such as Pupil Accommodation Reviews and School Catchment Area Boundary Reviews.

The Manager, Planning & Properties is the key point of contact for third-party childcare operators who lease property from the Board. This role collaborates with regional Child Care Consolidated Municipal Service Managers (CMSMs) to support the development of capital plans for these childcare centers, in accordance with regulatory requirements. The position also oversees permitting processes and the collection of fees for the use of Board facilities by community stakeholders, ensuring that building systems and custodial supports are available to support such use.

### **Required Skills and Qualifications:**

A university degree in Planning or related discipline (or equivalent) coupled with a minimum of seven (7) years of related work experience, preferably in the education sector. The successful candidate will be a member of (or be eligible to join) the Canadian Institute of Planners (or equivalent certification) and have a solid track record of providing leadership and advice to a variety of stakeholders including Board leadership, school administrators,

managers and department staff with respect to all aspects of the planning and properties functions. The successful candidate will possess experience in the research, development, implementation, monitoring and revision of planning processes, procedures, controls and practices for a large organization. It also requires demonstrated experience leading organization-wide special projects in planning and properties; incorporating best practices in project management.

The successful candidate will have proven experience in dealing constructively with internal, external and other business partners that enable effective service delivery by demonstrating advanced interpersonal skills such as diplomacy, negotiation, conflict resolution and issue-based problem solving techniques. The role also requires exceptional conflict management skills, emphasizing an achievement of positive resolutions of conflicts between groups/individuals. At all times, the position must maintain a strong commitment to educational programs and services that respect and uphold the values of Catholic education in Simcoe Muskoka and throughout the province of Ontario.

Experience presenting briefings and reports to senior management and boards of trustees/directors is a must. The role requires the ability to work under time pressure and multi-task to meet various deadlines. Strong computer skills are required with excellent knowledge of GIS, Microsoft Word and Microsoft Excel. The role requires frequent travel throughout the District to attend meetings and visit sites/schools, therefore the successful candidate must possess a valid Ontario Driver's Licence and a vehicle.

Interested candidates must forward in confidence, a cover letter, resume and supporting documentation to [hr@smcdsb.on.ca](mailto:hr@smcdsb.on.ca) before 4:00 pm on July 26, 2019.

Accessibility accommodations are available for all parts of the recruitment process upon request. Accommodation queries should be directed to the Human Resources Department at [edrobot@smcdsb.on.ca](mailto:edrobot@smcdsb.on.ca) or  [\(705\) 722-3555 ext. 233](tel:7057223555).  
Only those candidates selected for an interview will be contacted.

As a condition of employment, new employees to SMCDSB are required, by legislation, to submit a satisfactory Criminal Background Check with Vulnerable Sector Screening.

THE BOARD IS AN EQUAL OPPORTUNITY EMPLOYER

Brian Beal  
Director of Education & Secretary Treasurer

Carol Corriveau-Truchon  
Chair, Board of Trustees



**Our Mission**

Our inclusive Catholic learning community is dedicated to excellence. We give witness to the teachings of Jesus Christ, as we journey in faith and learning, to develop the God-given abilities of each person.

**Our Vision**

Nurturing faith, illuminating minds, inspiring hearts, and empowering hands ~ we are working together to transform our world.

