



Title: Planning Project Manager

Location: Edmonton Regional Office, 3203 93rd Street NW

At Qualico, our people make the difference. We offer an exciting place to build your career with competitive compensation and benefit packages, company matching RRSP/DPSP program, employee home purchase program and employee discounts.

Job Overview

Reporting to the Senior Project Manager, as the **Planning Project Manager** you will manage processes to support community development projects, from raw land acquisition through registration of subdivision plans.

Your day-to-day responsibilities will include:

- Leading the project team and managing consultants and contractors in the preparation and submission of area/neighborhood structure plans, zoning and subdivision applications and approvals.
- Participating in neighborhood/subdivision design and community visions/theming, in consultation with our project team.
- Managing the preparation of technical reports required at various stages of the land development process, including due diligence, planning, engineering and landscaping.
- Managing negotiation and preparation of both legal and informal land use documents required for subdivision registration (eg. survey plans, utility rights-of way, easements, agreements, registered documents, etc.).
- Fostering and maintaining strong working relationships with Administration, Council, Consultants, and industry in multiple municipalities. Attending meetings and functions and speaking at Council or other meetings during quasi-judicial hearings as required.
- Liaising with related parties, including external vendors, to provide information and project timeline updates.
- Monitoring day-to-day operations to ensure projects are carried out accordingly to standard processes and procedures.

As our ideal candidate, you are...

- A strong communicator; you clearly express your thoughts in conversation as well as write and present in a persuasive and influencing manner.
- An active listener; you seek to understand and listen to others in a non-judgmental way.
- A creative problem solver; you think outside the box for solutions without fear of failure.
- A leader; you attract, retain, develop or improve the skills of others through effective coaching and guidance.
- A visionary; you see the 'big picture' and adjust work to reflect the complex network of forces at play.

Essential Requirements

- Degree or Diploma in Planning, Project Management, or equivalent.
- Minimum 7 years of planning and/or development experience.
- Comprehension of legislation and policy framework and ability to adapt to differences between municipalities.
- Valid driver's licence and access to a reliable vehicle.
- Satisfactory verification of criminal record check.
- Proficient in Microsoft Office programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint) and project management software (Teamwork, MS Project, or similar).

Preferred Qualifications

- Previous experience working within the city of Edmonton and the regional frameworks when it comes to participating in neighbourhood and subdivision designs is an asset.

- Direct experience working with Area Structure Plans, Land Use Bylaws, and Subdivision Applications is also an asset.

What We Value

- Creating trusting and successful working relationships.
- Setting clear, measurable and achievable goals.
- Cooperating with team members in an open, positive and respectful manner.
- Taking responsibility for the outcomes of decisions and actions.
- Staying current with technical job skills.

Working Conditions

You primarily work in an office setting during regular business hours with travel to offsite locations required. Overtime may occasionally be required.

About Us

Qualico Communities has been developing award winning neighborhoods and communities for over 60 years and we understand that integrity, quality, partnerships and giving back is important. A leader in real estate development, we put strong vision, planning and resources behind every project. We have designed, facilitated and built the highest-quality communities across Western Canada and in Austin and Dallas-Fort Worth, Texas working with local governments, builder contractors and residents. To learn more, click [here](#).

Qualico welcomes applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.

Candidates being considered will be contacted. We thank you for your interest. Join our [Talent Community](#) to stay up to date on job opportunities and to find out why we have the best reasons to come to work every day.

Closing Date: April 28, 2025

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