



SHAPING GREAT COMMUNITIES

Posting Date: May 23, 2023

Application Deadline: June 23, 2023

Starting Date: Upon availability of candidate, ideally as soon as possible.

Location: Hamilton Office, 162 Locke Street South

Role: Planner

Who are we looking for:

GSP Group is currently seeking a full-time Planner (entry-level, less than one year of experience required) to join our Hamilton office. GSP Group is an employee-owned company that has been providing community planning, urban design and landscape architecture services from our offices in downtown Kitchener and Hamilton for over 27 years. This is your opportunity to work among a creative and multi-disciplinary team of planners, urban designers and landscape architects on a variety of exciting projects for a range of public and private sector clients across southern Ontario.

Responsibilities associated with this position:

As a Planner at GSP Group you will apply your knowledge of the planning process, critical thinking, effective communication skills and creativity to take on a range of challenging projects through teamwork and collaboration with other team members. Your responsibilities would include:

- Providing support to Senior Planners;
- Drafting / Preparing planning applications;
- Researching and analyzing planning policy and draft report writing;
- Assisting with proposal preparation and initial inquiry follow-ups;
- Assisting with the preparation of and attendance at pre-application meetings, community engagement activities and municipality/agency/stakeholder consultations;
- Preparing meeting/consultation notes and summaries;
- Monitoring planning related news in the Hamilton community;
- Administrative planning and office duties including posting of notice signs, etc., and,
- Assisting on day-to-day project needs as required.

Qualifications required for this position:

Candidates applying for this position with GSP Group should have the following qualifications:

PLANNING | URBAN DESIGN | LANDSCAPE ARCHITECTURE

72 Victoria St. S., Suite 201, Kitchener, ON, N2G 4Y9
162 Locke St. S., Suite 200, Hamilton, ON, L8P 4A9
gspgroup.ca

- Bachelor's or Master's degree in Urban Planning or related discipline, from an accredited college or university;
- Pre-candidate or candidate membership in OPPI / CIP preferred;
- Ability to convey general understanding of planning and urban design policy context;
- Excellent analytical, communication (both written and oral), organizational and time management skills with attention to detail and the ability to work on multiple projects both as part of a team or independently towards the preparation of project deliverables; and,
- Proficient with Microsoft Office including Word, PowerPoint and Excel as well as online meeting applications such as Teams and Zoom.

A little more about our company:

GSP Group is a great place to work. We have a dynamic team of energetic and passionate professionals who are committed to working together to create great places, and doing so in a collegial, engaging, and fun environment. We believe that every project that we are a part of provides new opportunities and experiences to draw upon. We utilize this belief to promote the professional development and mentorship of staff to benefit both our overall team and our clients. We offer competitive salaries and benefits, and promote work-life balance with our Social, Health and Wellness, and Sustainability Committees (Green Team), as well as summer hours from Victoria Day through to Labour Day to help get a head-start on enjoying the warm weather and weekends.

Through our hybrid working model, we are excited to be back in our Hamilton open-studio office, located on Locke Street in a downtown, urban setting within walking distance of parks, trails, shops and dining. As a growing and vibrant community in the Greater Golden Horseshoe, Hamilton is a great places to be, with integrated transit systems, community programming and recreation opportunities, and a strong economy.

If this position with GSP Group sounds like an opportunity for you, we invite qualified applicants to apply by providing a cover letter and resume in PDF format in confidence to gsp@gspgroup.ca, Attn: Vice-President, Hamilton, and marked 'Planner Position'.

We would like to hear from you as soon as possible and no later than June 23, 2023.

We thank all those who submit applications, however only those candidates selected for an interview will be contacted.