

The *Building Better Communities and Conserving Watersheds Act 2017* (Bill 139) received Royal Assent December 12, 2017.

The legislation enacts the Local Planning Appeal Support Centre Act, 2017, which:

- Creates the Local Planning Appeal Support Centre (LPASC)
- Establishes LPASC as a new independent agency
- Gives LPASC the mandate to establish and administer a cost-effective and efficient system for providing support services to persons determined to be eligible for matters governed by the Planning Act that are under the jurisdiction of the Tribunal

EXECUTIVE ASSISTANT

Local Planning Appeal Support Centre (LPASC) is seeking a highly experienced administrative professional with proven ability providing executive level support in an evolving, high-profile environment to join the organization as it moves through its start-up phase in the role of **Executive Assistant**. You will support the Executive Director (ED) and Chair/Board, acting as the corporate point of contact between ED and Chair/Board and all internal and external stakeholders to ensure timely flow of information, communications and documents.

As the focal point of contact for critical issues management, you will review and coordinate all requests for information and other requests to the ED and Chair/Board in the order of priority, track the status of issue resolution and ensure that issues are resolved with timelines. You will also schedule and coordinate meetings, including the preparation of background information, briefing materials, logistical support and drafting of responses to stakeholders on behalf of the ED and Chair of the Board.

QUALIFICATIONS

- Knowledge of executive office protocols and expertise in providing executive level support to the ED and Chair/Board in a high profile, demanding, and evolving work environment.
- Knowledge and understanding of the roles and functions of an executive office, including committee structures, appointment processes and skills to interpret and apply board policies, procedures and corporate by-laws.
- Understanding of land use planning including the development of land use plans and municipal government trends and issues.
- Political acuity, interpersonal and communications skills, and ability to maintain government and stakeholder relationships, and represent the interests of the organization on behalf of the ED and Chair of the Board.
- Judgement, diplomacy and problem-solving skills to manage a range of politically-sensitive issues and ability to handle contentious issues and/or stakeholders in diplomatic manner.
- Analytical and evaluative skills to investigate and assess issues and information requests.
- Verbal and written communication skills to prepare a range of board materials, issues-related materials, reports, and responses.
- Understanding of the culture/diversities of Ontario's communities/citizens
- Cultural competence and understanding to address the needs of a diverse and inclusive client group

To Apply: Please submit your cover letter and resume with salary expectations to lpasc-ea@hrassociates.ca by **March 14th, 2018**. For more information about this role, please contact bridget.humeniuk@hrassociates.ca or 416-237-1500 x. 224. Please note that applications will be assessed on a rolling basis and only qualified applicants will be contacted for an interview.

*The Local Planning Appeal Support Centre is an inclusive employer.
Accommodation is available under the Ontario Human Rights Code.*