

PLANNING ANALYST

Named as one of Canada's Best Managed Companies and Most Admired Corporate Cultures in Canada, Southwest has developed, constructed, owned and operated world-class properties for over 55 years. A leading developer of residential and commercial property and one of the largest privately-held owner of multi-family residential buildings in the Halifax region, Southwest's brand of quality and community involvement has made a major impact on the Atlantic Canadian real estate market. Southwest believes in going beyond the necessary to create inspiring environments by providing the best places to live, shop, work and play, creating lasting relationships with employees, customers and partners. **At Southwest we are always seeking the best and brightest stars in their field. From front line staff to senior management, we choose to employ the best in the industry!**

*We are currently seeking an outstanding individual to fill the permanent full-time position of **Planning Analyst** on the Southwest Construction Management Team.*

BENEFITS

- Performance Based Bonus Eligibility
- Comprehensive Extended, Health & Dental Benefits
- RRSP Plan Eligible – FT Employees over 6 months
- Monthly Transit Pass - 100% Reimbursement
- Employee Health & Wellness Incentive Program - \$300.00 Annual Reimbursement
- Education Reimbursement Program
- Flexible Work Schedules
- Employee Discount Program – 10% off Southwest Properties Lease
- Resident Referral Program – Cash Incentives
- Service Awards
- Social Staff Events
- Home Computer Antivirus Incentive Program - \$50.00 Annual Reimbursement
- Charitable Donation Matching Program - \$1000.00 Annually + 1 Day off to Volunteer

JOB

The Planning Analyst is responsible for tracking and maintaining the project schedule for new development projects, facilitating decision-making and prioritizing actions, managing the administration of design budgets, document control, managing the administration of project schedules and meetings, and overseeing internal and external communications.

This position reports directly to the Senior Vice President of Development, who assigns work and provides general guidance to duties. This role also supports General Counsel & Development.

DUTIES AND RESPONSIBILITIES:

- **Project schedules**
 - Create and track project schedules; reports critical path milestones and daily deliverables
 - Preparation of forward agendas and meeting notes; monitor to ensure deliverables are completed on time
 - Prioritization of issues for resolution and decisions; arrange meetings with decision-makers and appropriate staff
 - Advise of anticipated risks to schedules & provide suggestions to mitigate those risks

➤ **Budget**

- Track design budgets, prepare invoices for approval and payment; communicate with consultants regarding overages or other unanticipated costs; maintain schedule of values for each cost code
- Working closely with Estimator and Accounts Payable, review budgets on regular basis and advise of anticipated future costs

➤ **Project Scopes**

- Monitor project scopes and advise the Senior Vice President of Development and the General Counsel & Development of anticipated scope changes and risks
- Analyze scope changes for cost and schedule impacts
- Analysis & coordination - Review technical drawings & other documents provided by consultants for accuracy of information, to ensure they meet requirements & quality standards; & obtain required revisions

➤ **Municipal Approval**

- Prepare municipal approval submissions for development approval, site plan approval and building permits
- Liaise with municipal staff throughout approval process, providing any additional information required and resolving issues
- Maintain complete records of communication and submissions

➤ **Communications**

- Draft presentations, respond to requests during public meetings, and via phone and email
- Coordinate and manage multiple and complex communication between staff, consultants, and partners; ensure the timely flow of information between various parties, & provide respond to requests for information from various parties

➤ **Liaise**

- Communicate with consultants, government officials, the public and partners on a regular basis
- Manage internal project communications

➤ **Miscellaneous**

- Prepare and issue Requests for Proposals, contracts, and other related documents; analyze responses; issue subcontracts and purchase orders
- Prepare reports, analyses and research as required
- Manage project documents, ensuring timely and accurate retention and dissemination

Our Mission: To provide the best places to live, work, shop and play, creating lasting relationships with our employees, customers and partners

POSITION DETAILS

Hours of Work: The incumbent currently works a normal 40-hour work week with one hour for lunch; occasional overtime and regular contact via a handheld device after hours.

Work Location: 1475 Lower Water Street. Some travel is required.

General Workplace Conditions: Regular office setting

Physical/Mental Demands: Position involves meeting deadlines and varying workloads, sitting for long periods of time and repetitive movements (typing) that can cause occasional periods of stress. Position involves managing several projects simultaneously in a fast-paced environment.

Equipment and Workplace Aids: The incumbent utilizes standard office equipment and computer, as well a handheld device on a regular basis.

External Factors/Health and Safety: Regular office setting and hazards

EXPERIENCE & SKILLS

Minimum Training Required: Education credentials in a related field; strong writing and communication skills; project management skills; analytical skills; proficient with MS Office products.

Related Training: Management training, research, project management, event management

Minimum Experience Required: 4 years

Knowledge and Skills Required:

- Ability to perform assigned duties with minimal supervision
 - Ability to perform with tact and professionalism in a fast-paced, ever-changing environment
 - Excellent oral and written communication skills
 - Exceptional time management and prioritization skills
 - Proven ability to plan, organize and prioritize work
 - Attention to detail with a high level of quality
 - Strong customer service and teamwork skills
 - Proficient computer skills in Microsoft Office; Word, Outlook, MS Project, and Excel
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COMMITMENT TO DE&I

Southwest Properties is committed to attracting and retaining a diverse team, who values your experiences, perspectives and unique identity. We are committed to creating and maintaining an environment that is inclusive, equitable and welcoming.

HOW TO APPLY

If you are interested in this exciting opportunity, please forward your resume and cover letter to our Human Resources Team: Southwest Properties Limited, 1475 Lower Water Street, Suite 100 Halifax NS, B3J 3Z2. resume@southwest.ca Thank you for your interest in Southwest Properties. Only those chosen for an interview will be contacted.

We are a team of individuals who get joy from bringing joy to others

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