



The Rideau Valley Conservation Authority is the lead intermunicipal agency working to address river-related environmental issues and concerns within the Rideau Valley watershed. Thanks to our many partners, the scope of our environmental protection work includes planning, source water protection, tackling flooding and erosion problems and researching water movement and use in the valley. We help people maintain healthy shorelines, provide advice on development-related issues and report to municipalities, agencies and the public about watershed conditions and trends. We also provide public access to natural waterfront areas, deliver community-based stewardship programs, reduce water pollution and protect fish and wildlife habitat.

## **RESOURCE SPECIALIST**

### **11 Month Contract July 2021 to June 2022**

### **\$57,447 - \$68,698**

***Our offices are located in a suburban area just south of Ottawa where public transportation is limited. Candidates should ensure they have reliable transportation prior to applying.***

Reporting to the Director of Planning and Watershed Science, you will assist planning and regulations staff with the processing and assessment of various applications under the *Planning Act* and permit applications under *Ontario Regulation 174/06*, Section 28 of the *Conservation Authorities Act*. You will research and respond to confidential legal inquiries. You will work in partnership with RVCA professionals to satisfy the information needs of clients. On a regular basis, you will respond to property enquiries and explain any potential environmental impact of development and site alteration in regulated areas. You will also help clients understand the relevant regulatory and planning processes and policies.

As the ideal candidate, you have a diploma in planning technology, natural resource management or other related environmental science program. You have at least two years' relevant experience in a customer service environment with exposure to environmental planning and regulations programs. You are familiar with municipal planning processes, the Provincial Policy Statement, and Conservation Authority regulations and related policies. You can interpret technical drawings and maps and work with GIS tools. You must have excellent English verbal and written communication skills; the ability to communicate in French is considered an asset. You have strong negotiation skills and are naturally diplomatic. You are proficient in using various software applications including Word, Excel and Access. You must be physically capable of navigating difficult terrain and have a valid driver's license.

If you have a strong commitment to championing protection of the environment and the safeguarding of land and water resources, please send your resume and covering letter, no later than **July 19, 2021** to:

Human Resources  
Rideau Valley Conservation Authority  
P.O. Box 599, 3889 Rideau Valley Drive  
Manotick, Ontario K4M 1A5

Fax: (613) 692-0831

e-mail: [hr@rvca.ca](mailto:hr@rvca.ca)

**Visit us on the web at [www.rvca.ca](http://www.rvca.ca)**

*The Rideau Valley Conservation Authority is an equal opportunity employer.  
We welcome all applications; however we will contact only those candidates selected for consideration.  
We are committed to providing accommodations for people with disabilities. If you are selected for an interview and you require an accommodation, we will work with you to meet your needs.*