



Find your purpose. Make an impact.

Project Development Planner

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

As a Project Development Planner, you will play a central role in shaping high-quality public spaces across Calgary's parks and open space system. You will bring expertise in landscape architecture, planning, urban design, GIS, ecological systems, and public space development to ensure capital investments are evidence-based, aligned with Council-approved policy, and positioned for successful delivery. Your work will help to guide The City in making informed, transparent, and sustainable investment decisions that enhance Calgary's parks and open space system and overall public spaces. Primary duties include:

- Develop business cases, project charters, Stage Gate submissions, and strategic documents outlining rationale, community needs, risks, policy alignment, and recommendations.
- Direct early-stage project development, including work planning, feasibility studies, site and system analyses, concept design, and master planning for parks and open-space projects.
- Assess and prioritize capital investment opportunities using evidence-based analysis and alignment with Council-approved policy, corporate strategies, and community aspirations.
- Review and interpret technical studies to assess feasibility, scope, and overall project risk.
- Monitor project progress, risks, scope, schedule, and budgets; prepare clear reporting for senior leadership and Council audiences.
- Lead procurement processes, oversee contract administration and financial controls, and develop cost estimates to support planning and funding requests.
- Develop and deliver communication materials and presentations, lead public engagement activities and build collaborative relationships with internal and external partners.
- Coordinate multidisciplinary teams and support cross-corporate initiatives, including intergovernmental and Indigenous engagement.

Qualifications

- A degree in Landscape Architecture, Urban/ Regional Planning, Urban Design, Architecture, or a closely related discipline and at least 5 years of experience in landscape architecture, capital/infrastructure planning, urban design or architecture within a complex municipal/ urban context.
- Eligibility for association, designation or membership in above mentioned fields.
- A valid Class 5 Driver's License and access to a personal vehicle for business use is required.
- Experience with GIS, spatial and data analytics, project management techniques, procurement, and public consultation (e.g., IAP2) is an asset.
- Experience collaborating with Indigenous partners, utilities, consultants, community groups, industry partners, and external agencies is preferred.
- The successful candidate will demonstrate excellent organization, collaboration, and strategic thinking, along with strong communication abilities, particularly in conveying complex technical and planning issues to diverse audiences.

Working Conditions: Primarily office based with occasional site visits requiring outdoor work in variable weather, uneven terrain,

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and the use of Personal Protective Equipment (PPE). Occasional evening or weekend work will be required to support public engagement events.

Pre-employment Requirements

- Successful applicants must provide proof of qualifications.

Workstyle

- This position may be eligible to work from home for at least part of the time as one of several flexible work options available to City employees. These arrangements depend on the operational requirements of the role, employee suitability, and are subject to change based on operational needs and corporate direction.

Pre-employment Drug Test: An offer of employment for this position will be conditional on an applicant passing a pre-employment drug test. This test assesses for use of drugs including cannabis. Failure to pass a pre-employment drug test may prevent an applicant from being hired into any safety sensitive position for a period of up to twelve months.

Position and Pay Information

Business Unit: Project Development

Union: CUPE Local 38

Position Type: 2 Permanent

Compensation: Pay Grade 12 \$48.54 - 64.88 per hour

Hours of work: 35 hours per week (Standard work week)

Days of work: This position works a 5-day work week with one day off in a 3 week cycle.

Location: 800 Macleod Trail SE

Audience: Internal/External

Apply By: April 2, 2026

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Calgary



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