

# Realty Advisor – Development Officer

**Reference number:** CAP17J-016514-000077  
**Selection process number:** 2017PKSJNPER054

Parks Canada  
Jasper National Park of Canada (Alberta)  
PM-04 - Realty Advisor - Development Officer  
INDETERMINATE  
\$63,861 to \$69,006 (Currently under review)

**Closing date: 11 December 2017 - 23:59, Pacific Time**

**Who can apply:** All individuals who have legal status to work in Canada. Please indicate in your application the reason for which you are entitled to work in Canada: Canadian citizenship, permanent resident status or work permit.

## Important messages

We will accept applications on-line only.

All job applications must therefore be submitted through the Public Service Resourcing System. To submit an application on-line, please select the button "Apply Online" below

Persons who are unable to apply on-line must contact the person listed below prior to the closing date.

## Duties

Review proposals and implement the development review process; provides technical advice, guidance and recommendations to management, developers and the public regarding development and land use issues; provides functional guidance to the Business Liaison and Compliance Officers in regard to Parks Canada's regulations and policies related to building and development.

## Work environment

Parks Canada is a federal government agency responsible for the protection and presentation of Canada's outstanding natural and cultural resources through a system of national parks, national marine conservation areas and national historic sites in all regions of Canada.

## Intent of the process

This process will be used to create a pool of qualified candidates to staff similar positions with various tenures, security levels or linguistic profiles in same or other parts of the country.

**Positions to be filled: 1**

## **Information you must provide**

Your résumé.

A covering letter in 500 words (maximum)

Contact information for 3 references.

You must meet all essential qualifications in order to be appointed to the position. Other qualifications may be a deciding factor in choosing the person to be appointed. Some essential and other qualifications will be assessed through your application. It is your responsibility to provide appropriate examples that illustrate how you meet each qualification. Failing to do so could result in your application being rejected.

## **In order to be considered, your application must clearly explain how you meet the following (essential qualifications)**

Completion of a secondary school diploma OR Public Service Commission approved alternative.

### [Degree equivalency](#)

#### **EXPERIENCE:**

- Researching and analyzing legislation, policies, and/or authorities related to development;
- Reviewing and analysing architectural and engineering plans for conformance with planning and development criteria;
- Providing specialist advice and support to supervisors or managers, stakeholders and the public regarding development and land use issues.

## **If you possess any of the following, your application must also clearly explain how you meet it (other qualifications)**

Additional education:

Technical Diploma in related field such as Architecture, Engineering or Autocad

### [Degree equivalency](#)

## **The following will be applied / assessed at a later date (essential for the job)**

English essential

[Information on language requirements](#)

### **KNOWLEDGE:**

- Acts, policies, regulations, and procedures with respect to development in national parks;
- Planning, building and development practices, terminology and processes, including knowledge of architectural and development practices;
- National and Provincial Building and Safety Codes.

### **ABILITIES:**

- Adaptability: Adapting in order to work effectively in ambiguous or changing situations, and with diverse individuals and groups
- Analytical Thinking: Analyzing and synthesizing information to understand issues, identify options, and support sound decision making.
- Client Focus: Providing service excellence to internal and/or external clients.
- Creativity and Innovation - Generating viable, new approaches and solutions
- Interactive Communication: Listening to others and communicating articulately (verbally and in writing), fostering open communication
- Teamwork - Working collaboratively with others to achieve organizational goals

### **PERSONAL SUITABILITY:**

Exercises sound judgment

Demonstrates integrity

Takes responsibility

## **Conditions of employment**

- Security Screening: Obtain and maintain Reliability Status;
- Willingness to wear a Parks Canada uniform.

## **Other information**

Please submit your completed application, including all of the above-mentioned documentation. Failure to do so may result in your application being rejected.

The Parks Canada Agency is established as a separate employer in the Federal Public Service under the Financial Administration Act. Persons appointed to the Agency continue to be part of the Public Service. The Parks Canada Agency operates under its own human resources framework outside of the Public Service Employment Act and in line with values of fairness,

competence and respect, and its operating principles.

In accordance with paragraph 8(2)(a) of the Privacy Act, information or material, whether provided directly by the candidate or otherwise obtained by the selection board, used during the selection process for the purpose of assessing a candidate may be used as part of the selection review and recourse processes. Such relevant information may be provided to third parties, such as other candidates or their representatives, who have a legitimate reason to be aware of that information.

Persons who have a priority entitlement as defined by the Parks Canada Agency Priority Policy and Guidelines will be considered first.

Tips for applicants:

- Please provide complete and thorough details of your education and experience.
- Do not assume that the screening board has any previous knowledge of your background, qualifications, or work history. You must be specific and provide concrete examples/details for each Experience element, as applications will be screened only on the information provided.
- Failure to provide sufficient information may result in your application being screened out of the competition.

Persons who have received pay in lieu of unfulfilled surplus period, a Transition Support Measure (TSM) or an Educational Allowance and are re-appointed to the Parks Canada Agency are required to reimburse an amount corresponding to the period from the effective date of such reappointment or hiring, to the end of the original period for which the TSM and education allowance was paid. Please contact Nicole LeBlanc, A/Human Resources Manager if you are one of these individuals to find out how this applies to your particular situation.

Persons who are in receipt of a Canadian Government Public Service pension and are considering this employment opportunity with the Parks Canada Agency, should contact the PWGSC Public Service Pension Centre (1-800-561-7930) in order to determine the impact of an appointment on their pension benefit entitlements.

Normally, applicants will not be solicited for incomplete or possible missing information.

The Public Service of Canada is committed to building a skilled, diverse workforce reflective of Canadian society. As a result, it promotes employment equity and encourages candidates to indicate voluntarily on their application if they are [a woman, an Aboriginal person, a person with a disability or a member of a visible minority group](#).

The Public Service of Canada is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity or testing, you should advise the Public Service Commission or the departmental official in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

**We thank all those who apply. Only those selected for further consideration will be contacted.**

## **Contact information**

<b>Moira McKinnon</b>
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