



THE CORPORATION OF THE CITY OF NORTH VANCOUVER
DEVELOPMENT CONCIERGE
TEMPORARY FULL-TIME

The City of North Vancouver is the urban core of the beautiful North Shore and has a long-term vision to be “The Healthiest Small City in the World”, with five key priorities to be a City for People, a Resilient City, a Vibrant City, a Connected City and a Prosperous City.

The Planning, Development & Real Estate department is seeking two (2) Development Concierge's for a two-year term to support the coordinated and timely review of development applications. Reporting to the Manager, Development Process & Innovation, this senior professional role exercises considerable judgement and operates with a high degree of independence to advance development applications through the City's review and approval processes. The position influences outcomes through collaboration across Planning, Building, Development Engineering, and other technical areas.

In this role, you will facilitate development applications by leading internal and external meetings, clarifying project objectives, requirements, timelines, and roles, and serving as a key point of contact for applicants. You will establish and monitor milestones, identify risks and issues, recommend strategies for resolution, and ensure clear and consistent communication throughout the review process. The position also contributes to development process and service delivery improvements by identifying opportunities to enhance efficiency, consistency, and customer experience.

The successful candidate will bring considerable knowledge of municipal development review and permitting processes, regulatory frameworks, and interdepartmental coordination. Strong project facilitation, relationship management, and communication skills are essential, along with the ability to apply sound professional judgement, manage multiple priorities, and resolve complex issues. A Bachelor's degree in Planning, Engineering, Architecture, Public Administration, or a related discipline is required; an equivalent combination of education and experience may be considered.

During the recruitment process applicants will be requested to provide a current Police Information Check (PIC).

We offer an attractive remuneration and benefits package for this exempt position, including a compressed work schedule. The salary range is \$108,804 to 126,840 annually (2024 rates).

If you are passionate about making the City of North Vancouver an even greater place to live, work and play, apply on-line through the Career Portal at www.cnv.org by **Monday, February 16, 2026**.

We are committed to being an inclusive employer—one that reflects the diversity of our community and values the unique contributions of each person. Guided by our core values and Council's vision for an open and inclusive city, we work to create respectful, safe, and accessible workplaces. We regularly review and improve our hiring practices to help identify and remove barriers. Through ongoing learning, we continue to address any that remain.

We welcome applications from all qualified candidates. If you need an accommodation during the selection process, or are having trouble completing or submitting your application, please contact us at hr@cnv.org. We're here to support your full participation.

Thank you for your interest in the City of North Vancouver.

We respectfully acknowledge that we live and work on the traditional and unceded territories of the Skwx wú7mesh Úxwumixw (Squamish Nation) and səlilwətaɬ (Tsleil-Waututh Nation). The City of North Vancouver is committed to Reconciliation with these Nations, who have lived on these lands since time immemorial.