

## **CITY OF HAMILTON**

### **CITY MANAGER'S OFFICE, DIGITAL OFFICE AND INNOVATION (LOCATION – CITY HALL, 71 MAIN ST. W.)**

#### **SENIOR PROJECT MANAGER, STRATEGIC PARTNERSHIPS**

##### **SUMMARY OF DUTIES**

The Senior Project Manager is accountable to the Manager, Strategic Partnerships & Revenue Generation. The Senior Project Manager will supervise, lead, implement or collaborate on efforts to positively impact the tax levy through the support, identification and delivery of: new revenue streams; improved revenues and profitability of selected existing revenue sources; and expense reductions through collaborative efforts across departments;

The Senior Project Manager will support and take a lead role in the execution of new and existing revenue strategies, utilizing best practice innovation models, and maintains a continuous focus on financial sustainability.

He/she is responsible for business case development for various revenue generation opportunities (such as public/private partnerships, corporate sponsorships) and oversees the execution of the approved revenue generating projects.

The Senior Project Manager achieves results through the management of cross functional project teams, who are assembled to develop and incubate strategic projects that will positively impact the bottom line. Consistently demonstrates a consultative style in uncovering opportunities and developing implementation plans both within and outside the Corporation

##### **GENERAL DUTIES**

Develops and manages identified projects; including coordinating the implementation of key strategies, project plans, activity planning, risk management and progress monitoring and reporting.

Responsibility for business case development for various revenue generation opportunities (such as public/private partnerships, corporate sponsorships) and oversees the execution of the approved revenue generating projects

Leads multi-disciplinary teams of internal/external stakeholders, community environmental scans, provides advice on new collaborative projects and revenue funding sources

Provides advice on project management, business analysis and consultative guidance on special projects to the Manager, Strategic Partnerships, and other senior-level divisional/departmental staff.

Taking a lead role in the planning, collaboration, implementation, and evaluation of new revenue generating opportunities and supporting Division and Department- led initiatives

Provides leadership, collaboration and facilitation skills to work cross-departmentally with City staff and key community stakeholders to implement identified special projects.

Ensures relevant and consistent templates are established such as project charters, letters of agreements, terms of references, etc.

Retains and manages consultants and associated contractual agreements. Manages all project constraints such as scope, budget, time and resources.

**QUALIFICATIONS:**

1. A minimum of 5 years demonstrated success in strategic and consultative selling in an enterprise environment; private or public sector.
2. Demonstrated excellent leadership and experience working collaboratively with diverse stakeholders, community groups, institutions, businesses, schools and other community stakeholders, including ability to support others to achieve shared results.
3. Considerable experience in project management, business analysis, policy development, program evaluation or process improvement is required. A professional credential in project management, planning or business improvement is preferred.
4. Demonstrated experience in designing and delivering customer focused programs and solutions.
5. A relevant University Degree or College Degree / Diploma.
6. Highly effective leadership, facilitation, communication, interpersonal and organizational skills
7. Demonstrated experience in effectively leading a multi-disciplinary staff in a results oriented environment.
8. Highly developed analytical and business planning skills with a proven track record for long term visioning and big picture thinking.
9. A strong background in business case development and financial analysis.
10. Demonstrated recent experience in managing and leading project teams.
11. Self-motivated and operates successfully with minimal supervision.
12. Must possess a valid Class "G" Driver's Licence and provision of a vehicle for use of the job