

CITY OF HAMILTON

CITY MANAGER'S OFFICE

(HUMAN RESOURCES DIVISION – TALENT AND DIVERSITY - LOCATION - 100 KING ST. W., 10th FLOOR)

SENIOR PROJECT MANAGER, ACCESSIBILITY

SUMMARY OF DUTIES

Reporting to the Director, Talent and Diversity, the Senior Project Manager, Accessibility, will lead the City's overall compliance with the Accessibility for Ontarians Act (AODA) and will advance accessibility through the City's programs, services, training, and policies while identifying, assessing and mitigating accessibility-related risk.

The Senior Project Manager, Accessibility, has an in-depth knowledge of the history, institutions, policies, and culture that have shaped and impacted the lives and experiences of equity seeking individuals and groups. The Senior Project Manager, Accessibility functions as a subject matter expert, providing expertise and advice and assists senior leaders and managers to promote accountabilities for measurable outcomes to ensure compliance with AODA legislation and to create equitable access to employment and development opportunities for candidates and employees requiring accommodations. This role will foster a culture and attitude in support of inclusion, diversity, equity, and accessibility (IDEA) in our workplace.

GENERAL DUTIES

Leads and manages the Accessibility component of the City's IDEA Strategy.

Ensures organizational compliance with AODA legislative reporting requirements.

Advises City Council, management, and staff on regulatory requirements of AODA (2005) legislation. Ensures compliance with provincial and federal statutes, regulations and standards and municipal by-laws and policies related to inclusion, diversity, equity, and accessibility.

Performs key project management functions such as coordinating, organizing, monitoring, and controlling project components, project planning, activity planning, risk management, stakeholder engagement, progress reporting and program evaluation components.

Provides staff support for the City's IDEA Steering Committee.

Provides leadership and guidance to IDEA team members including an EDI Business Partner, Training Coordinator and administrative support, as required.

Coordinates, facilitates and develops accessibility related training

Liaise and maintain relationships with internal and external stakeholders throughout the City.

Conduct accessibility related research to ensure organizational best practices and to support stakeholders

Track and maintain all Council recommendations and motions relating to the City of Hamilton's Accessibility efforts to ensure a timely response.

Contribute research and policy contents to bolster staff reports, and be comfortable to provide feedback, answer questions or expand on any research findings as required to support staff presentations at Council.

Work independently on multiple priorities and ensure deadlines are adhered to and established procedures are followed.

Develops and manages all aspects of Procurement related to the Accessibility components of the IDEA Strategy, including the submission of Requests for Proposal and Evaluation Criteria, collaborating with the successful consultants, and ensure the key deliverable milestones are achieved in a timely and cost-effective manner.

Meets regularly with counterparts from other Ontario municipal and provincial government conducting similar strategies to maintain up to date information on IDEA best practices.

Monitors and documents key project issues, challenges and opportunities, and escalates issues to the Director and senior leadership as required.

Establishes relationships and collaborates with City departments in relation to the strategy and keeps senior management team and staff informed about project development and process.

Demonstrated experience in writing, coordination and preparation of reports. Writes staff reports to Council and Senior Management Team on the EDI Framework and Strategic Plan implementation and progress. Ability to write professionally as a researcher or project manager on key research or project initiatives.

Performs other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. A University degree or College Diploma in social sciences, project management, public policy, human services. Business administration, or a related discipline with equivalent combination of education and related work experience.
2. Minimum five (5) years of demonstrated relevant work experience.
3. Experience in leading, influencing and implementing strategic IDEA initiatives, and programs for an organization in the public, private, or not for profit sector, including group process and meeting facilitation experience.
4. Experience in project management, policy analysis and program development, including proven research and program evaluation skills.
5. Demonstrated understanding of the systemic barriers that prevent equitable participation in the workplace for Indigenous and racialized people, persons with disabilities, members of the LG Superior skills in verbal and written communication, delivering presentations, and interpersonal communication.
6. Must possess excellent interpersonal skills to relate respectfully and thoughtfully with staff, community stakeholders and the general public with an engaging attitude and professionalism.
7. Experience in project management, policy analysis and program development, including proven research and program evaluation skills.
8. Previous experience working to advance inclusion, diversity, equity, and accessibility within large organizations or work with representative agencies or communities.
9. Demonstrated understanding and ability to work with various stakeholders.

10. Strong understanding of inclusion, diversity, equity, and accessibility principles, best practices, and applicable legislation such as: the Ontario Human Rights Code, Occupational Health and Safety Act, Employment Standards Act and Accessibility for Ontarians with Disabilities Act.
11. Direct work experience with equity seeking groups.
12. Experience in issues related to racism, discrimination, oppression, and human rights will be considered an asset.
13. Demonstrated political acuity, diplomacy and ability to work with elected and senior government officials.
14. Demonstrated problem-solving capacity related to the complexities of working with multiple stakeholders and the ability to relate well to a culturally diverse population.
15. Proven organizational and time management skills including the ability to work with tight deadlines and competing priorities.
16. Demonstrated experience in writing, coordination and preparation of reports. Ability to write professionally as a researcher or project manager on key research or project initiatives.
17. Excellent communication and report writing skills. Ability to develop and deliver reports and presentations on project status, milestones, achievements, risks and mitigation controls.
18. Working knowledge of relevant software and computer programs such as Microsoft productivity tools, MS Visio and other related programs.
19. All qualified applicants will be considered. Lived experience as a member of an equity seeking group is an asset.
20. Professional training or designation in disciplines such as project management, business analysis, process improvement, program evaluation and public engagement is an asset.
21. Must be proficient in the use of Microsoft Office Suite products such as Outlook, Word, PowerPoint and Excel.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE