

CITY OF HAMILTON

CITYHOUSING HAMILTON (DEVELOPMENT SECTION – LOCATION – 55 HESS ST. S., 23rd FLOOR)

SENIOR DEVELOPMENT PROJECT MANAGER (CHH)

SUMMARY OF DUTIES

Reporting to the Manager, Development – CHH, the Senior Development Project Manager will provide leadership related to development opportunities and revitalization projects to maintain and enhance CHH building infrastructure.

The Senior Development Project Manager will have responsibility for the analysing, developing and recommending strategic options for the management of CHH housing stock. This role will be required to work closely with staff throughout CHH, the City, Government Ministries, and community partners. The Senior Development Project Manager will recommend options for the revitalization of CHH properties considering legislative requirements, City policies and procedures and industry best practices.

The Senior Development Project Manager will have a demonstrated record of strong leadership and guidance, project management, financial and business planning, team building, change management and commitment to results.

Possesses a high level of personal integrity and an excellent communicator.

GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)

Provides expert and authoritative advice, reasoned recommendations and innovative policy/program options and solutions to highly complex and sensitive issues to senior management and key community stakeholders on the development and revitalization work at CHH.

Coordinates project assessments and project business plans (i.e. cash flow requirements, equity investment requirements, funding requirements, operating pro-formas). Provides benefit/cost analysis on a variety of CityHousing initiatives and develops recommendations for Board consideration.

Develops requests for proposals related to development work and revitalization strategies. Initiates, designs and manages projects, work plans, schedules, establishes and monitors priorities and timetables, and determines the allocation of responsibilities to consultants working on planning projects and programs.

Undertakes complex and sensitive research and investigations including the analyses of policy and legislation. This informs the requirement to identify emerging housing issues, risks and trends that will impact on the successful achievement of key revitalization objectives.

Provides senior level policy and project management support to the Manager, Development – CHH to enable informed decision making on CHHs strategic direction and to provide context for planning and resource deployment.

Prepares, reviews and submits reports to Council and its Committees, department and divisional staff, other departments and external agencies, consultants and the public.

Prepares development proposal reports for review and approval for both CHH sites and sites proposed for acquisition.

Participates in multi-disciplinary teams comprised of staff not only from CHH, but from other City departments and outside agencies in order to address development and revitalization projects.

Represents the City at public meetings, open houses and community stakeholder meetings with respect to CHH planning projects.

Facilitates and negotiates partnerships with local business, developers, senior levels of government, business associations and related agencies with respect to specific housing development projects.

Designs and implements strategies to ensure continuous feedback loops and ensures public/external stakeholder input is considered and addressed in planning initiatives and projects; ensures best outcomes for CHH are attained.

Conducts site visits to identify and assess present and future conditions relating to CHH revitalization proposals.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

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

QUALIFICATIONS

1. A post-secondary degree in planning, architecture, project management or related degree or equivalent combination of education and experience. Extensive previous relevant work experience related to the duties described above.
2. Knowledge of issues pertinent to the use of lands and buildings, and the development and revitalization of properties.
3. Demonstrated experience in residential development including a range of types and scales of infill development.
4. Demonstrated understanding of real estate development financial aspects and project budgets.
5. Demonstrated community organization skills and the ability to forge partnerships that develop affordable mixed-income housing.
6. Excellent knowledge of relevant legislation (e.g. Planning Act), by-laws and provincial policy (e.g. Long Term Affordable Housing Strategy) affecting housing development.
7. Experience in private, public and/or non-profit process related to residential development.
8. Demonstrated ability to conduct research and evaluation.
9. Highly developed ability to articulate a vision to lead and inspire others.
10. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
11. Demonstrated ability to effectively manage a multi-disciplinary staff in a results oriented, predominantly unionized environment.
12. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
13. General knowledge and understanding of other statutes, regulations and by-laws affecting the department/section.
14. Working knowledge of relevant computer software applications.

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