

CITY OF HAMILTON

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

MANAGER, DEVELOPMENT - CHH

SUMMARY OF DUTIES

Reporting to the CEO, CityHousing Hamilton (CHH), the Manager, Development – CHH will lead the development opportunities and revitalization projects to maintain and enhance the CHH building infrastructure.

The Manager, Development – CHH establishes new housing strategies, develops new building business models, captures project funding from existing and new partners. The Manager identifies key project performance indicators and monitors performance and implements CHH's strategic plan in new capital developments. The Manager will drive CHH's vision to enhance the lives of the tenants and make a meaningful contribution to sustainable communities.

The Manager leads the Development Team staff and will have a demonstrated record of strong leadership and guidance, project management, financial and business planning, team building, change management and commitment to results. The Manager will be required to work closely with staff throughout CHH, the City, Government Ministries, and community partners. The Manager will evolve the Development Team through Service Level Agreements with City Departments and contracted services.

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

GENERAL DUTIES

Leads the advancement of an innovative, comprehensive and integrated development and revitalization strategy for CHH, including business plan and processes, technology plans, resourcing, and fiscal strategies in collaboration with the City and corporate partners.

Leads the exploration and evaluation of opportunities for new/improved building design and operations to optimize the well-being of tenants, minimize ongoing operating and capital costs, and contributing to more sustainable communities (e.g. high performance buildings).

Identifies and leads processes to secure new development and revitalization opportunities for CHH, working with external and internal stakeholders in ways that align with the CHH and Cities broad range of strategic priorities.

Leads the creation and implementation of the strategy and goals/objectives for the development and revitalization work at CHH. This is done in accordance with the CHH Board, Senior Management Team, corporate stakeholders and the broader community.

Develops effective relationships to promote and leverage partnership opportunities and collaboration/cooperation with all external stakeholders, including private sector developers/contracts, community agencies, ratepayer groups, municipal partners, provincial and federal government.

Leads the design and implementation 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.

Provides strategic oversight of procurement processes and opportunities. This includes complex real estate agreements, the acquisition/negotiation process for new development and redevelopment projects across a range of procurement techniques, working in collaboration with the City's Procurement Department, legal services and other internal and external corporate stakeholders.

Directs staff to ensure that all necessary approvals from local, provincial and federal agencies are in place in a timely and cost effective way and prepares reports for the CHH Board and City Council in accordance with the stipulated terms of contracts and CHH and City requirements.

Optimizes opportunities for funding/project financing from senior levels of government and third party lenders (e.g. CMHC, FCM, Private and Non-Profit Development Corporations). Prepares funding applications and program funding documents, as required, and maintains a strong working relationship with funding partners.

Leads the preparation of detailed cost estimates for complex, multi million dollar multi residential and mixed use projects, as well as related business plans and business cases and reports for approval. Chairs and/or participates on committees, task forces, work groups and special projects; represents CHH on external committees, meetings, as required.

Provides guidance and oversight to political, public and corporate communication strategies and activities relating to development and revitalization.

Supports the preparation of Committee and Council reports as well as leads the preparation of detailed technical reports required for all processes, standards and materials required for project/program approval.

Directs the preparation of terms of reference, hiring processes and management of consultants, contractors, development partners in support of development and revitalization strategies; monitors assignments and expenditures; coordinates consultants and contracts and ensures conformance to contracts.

Supervises staff, including recruitment, selection, hiring, assigning work, determining training and development needs, conducting performance appraisals and determining/recommending disciplinary action, in accordance with collective agreements, City policies and practices; ensures adherence to appropriate policies and government legislation (e.g. OH&S Act).

Provides broad leadership to other management staff, who will have responsibilities for contributing to the implementation of the development and revitalization strategy.

Ensures adherence to CHH and City of Hamilton policies, guidelines and bylaws.

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. Successful completion of a University Degree in Business Administration, Engineering, Planning, Economics or approved equivalent combination of education and experience.
2. Progressively responsible experience in planning, project management, real estate development and asset management activities, including direct managerial experience that includes program, financial, budget and asset management experience as well as human resource management.
3. Demonstrated experience with large complex and multifaceted projects and agreements, combined with sophisticated/proven negotiation skills and experience.
4. Extensive knowledge of multi residential development and asset management approaches and functions. This will include knowledge and opportunities of building high performance buildings.
5. Knowledge and experience in developing and implementing long range asset management strategy and designing change management processes that are both effective and cost effective.

6. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
7. Demonstrated knowledge of applicable legislation, industry standards, and issues.
8. Demonstrated community engagement expertise and experience in working across organizations to achieve results.
9. Management competencies including results/achievement focus, human resource management, leadership, financial management, business planning, decision making/judgment, representation and professionalism and job knowledge.
10. Demonstrated political acuity and ability to negotiate, mediate, facilitate and present information to varied audiences. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
11. Computer literacy utilizing MS Office software applications and knowledge of project management and asset management applications.
12. Ability to work outside regular business hours, as required.
13. Ability to travel to off site locations in a timely and efficient manner, as required.

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