

# CITY OF HAMILTON

## CORPORATE SERVICES

### (TREASURY SERVICES DIVISION – FINANCIAL PLANNING & POLICY - LOCATION – CITY HALL, 1<sup>st</sup> FLOOR

#### SENIOR PROJECT MANAGER, CORPORATE INITIATIVES

##### SUMMARY OF DUTIES

Reporting to the Director, Financial Planning and Policy, supports strategic directions through project management of corporate priority projects (e.g. financial sustainability planning, business planning, service delivery review, etc.). Conducts research and analysis of possible strategic initiatives; provides consultative guidance on initiatives to the Director and General Manager, Finance and Corporate Services. Ensures that all appropriate departments are involved in corporate projects. Represents the City on external committees and project teams.

##### GENERAL DUTIES

Manages all aspects of corporate priority projects, confirms and secures funding and commitment from corporate sponsor, and leads cross-functional corporate work teams.

Provides consultative support and guidance to corporate committees as required, including researching, developing and implementing special projects and corporate initiatives.

Anticipates, identifies and manages emerging issues and challenges; identifies trends and provides senior level support to the Director of Financial Planning and Policy to enable informed decision making on corporate direction.

Assists the Director with strategic and long-term planning activities based on research/analysis of City of Hamilton initiatives, community needs, Provincial initiatives and legislative requirements.

Provides support to the Director, Financial Planning and Policy and the General Manager, Finance and Corporate Services in the development of corporate objectives (e.g. Financial Sustainability Plans, Business Plans, Service delivery Reviews).

Provides research and analysis and prepares comprehensive reports and proposals on pertinent issues including recommendations and alternatives.

Manages and facilitates studies, public consultations and community engagement initiatives.

Prepares reports and makes presentations to senior management team and Council Standing Committees.

Establishes effective working relationships internal and external to the organization on behalf of the Director of Financial Planning and Policy and General Manager of Corporate Services.

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 responsibilities of the position.

##### QUALIFICATIONS

1. Proven knowledge of management principles, practices and theories in the direct delivery of strategic initiatives, service programs, intergovernmental affairs, and communications, normally acquired by obtaining a Degree in Public Administration, Political Science, Planning, Business Administration or related field or approved equivalent combination of education and experience.

2. Considerable experience in public sector management, including strategic initiatives, change management, and intergovernmental affairs.
3. Knowledge of strategic implementation strategies.
4. A well developed knowledge of all City businesses, programs and services, local municipalities, provincial and federal governments.
5. Demonstrated political sensitivity and ability to maintain confidentiality.
6. Well developed project management skills.
7. Highly developed analytical and business planning skills.
8. Excellent interpersonal and communication skills and demonstrated ability to deal effectively with elected officials, government departments, all levels of management, staff and the general public.
9. Excellent communication skills both verbal and written.
10. Highly effective facilitation, communication, presentation, interpersonal and organizational skills.
11. Thorough knowledge of and understanding of statutes, regulations and by-laws affecting the section.
12. Demonstrated knowledge of the Occupational Health and Safety Act and applicable regulations as it relates to the position.
13. Working knowledge of computer software applications.