

## CITY OF HAMILTON

### HEALTHY & SAFE COMMUNITIES DEPARTMENT (CHILDREN'S SERVICES & NEIGHBOURHOOD DEVELOPMENT DIVISION - LOCATION – 28 JAMES ST., 6<sup>TH</sup> FLOOR

#### EARLY YEARS PROJECT MANAGER - CUPE 1041

The Healthy & Safe Communities Department is committed to its people and is dedicated to building a strong and healthy community. We are passionate about making a difference and are recognized for our excellence. We offer a respectful and supportive workplace that provides life-long learning opportunities, leadership, innovation and performance excellence.

We are looking for high performing public servants who are interested in experiencing a challenging, rewarding, enjoyable, and fulfilling career. The successful candidate will demonstrate an ability to provide excellent client service in a respectful, courageous, empathetic, just and ethical manner. Your ability to set and achieve personal goals, professional goals and contribute to the goals of the organization will result in high job satisfaction. Children's Services and Neighbourhood Development Division leads, plans and manages city wide early years and child care systems and provides comprehensive evidence based support services to children, families and the community.

#### SUMMARY OF DUTIES

Reporting to the Manager, Community Strategies, the Early Years Project Manager is responsible for developing and coordinating a broad range of program activities that support the Early Years Community Plan (EYCP). Key job priorities include implementing the EYCP, completing annual work plans, leading related policy and program development and maintaining an ongoing relationship with community and government partners.

#### GENERAL DUTIES

Manage a number of projects using a best practices approach to ensure that early childhood development decisions are evidence based and utilize research results and outcomes.

Supervise and co-ordinate activities that relate to Hamilton's Early Years Community plan, in consultation with other professionals and community partners.

Responsible for promoting systems integration by participating on various committees and work clusters.

Monitor the budget for the project in accordance with established Corporate/Departmental and Ministry procedures ensuring that project expenditures are within budgeted levels.

Participate on and support local advisory boards, committees and planning groups to increase the capacity of stakeholders and community developers related to the Early Years System.

Participate on Provincial Level Advisory Groups with other community members. Share information and create relationships to learn from others.

Liaise with senior management of the EarlyON Child and Family Centres, Licensed Child Care, Public Health, School Boards, Primary Care providers, Libraries, Police Services, Professional Resource Centres, Special Needs Service Providers and Early Years Service Agencies.

Provide strategic advice to internal management, the Ministry of Education, external agencies and planning bodies.

Responsible for project plan development and project resource planning along with the following:

- identification of project tasks
- estimated costs

- project schedules
- milestones and budget
- identification of project resources and skill requirements
- recruit project staff, coordinate and assign work
- determine allocation of financial resources to project tasks.

Promote teamwork and provide direction to team members who participate on the various committees and/or work clusters. Provide clearly defined goals and objectives, function as a mentor to project staff, motivate, coach and provide advice to staff on project issues and problem resolution.

Prepare oral and written presentations to management, Council, community partners, and the Ministry of Education. Report regularly on the status of projects, milestone achievement, fiscal status, change and risk management. Prepare recommendations and outline preferred course of action.

Conduct project evaluations. Evaluate project success and submit process improvement recommendations to manager.

Provide professional consultation to the Manager and Director as required. Act on behalf of the Manager in his/her absence as required.

Maintain professional competence in the discipline of project management.

Perform other duties as assigned by the Manager which are directly related to the normal functions of the job as defined.

## **QUALIFICATIONS**

1. Demonstrated competence in project management, process improvement, business planning, business analysis, fiscal management, performance measurement and evaluation normally acquired through a degree in business, or public administration, or related experience or related discipline pertinent to the job functions combined with project management experience.
2. Previous demonstrated working experience as a project manager in a unionized public or private sector organization.
3. Working knowledge of community development in social services, health and education sectors.
4. Working knowledge of federal, provincial and local initiatives relating to early child development.
5. Excellent written and verbal communication skills, facilitation skills and presentation skills, a team leader and mentor possessing highly developed negotiation and conflict resolution skills.
6. Must possess thorough knowledge of Windows Office XP including Word, Excel and PowerPoint.
7. Proven organizational skills and the ability to work with very tight deadlines and competing priorities.
8. Demonstrated ability to challenge, lead and inspire others to excel in an environment that fosters innovative approaches to problem-resolution.
9. Demonstrated supervisory experience.
10. Thorough knowledge and understanding of the Provincial Early Years Policy Framework and Hamilton's Early Years Community Plan, affecting the department/section.
11. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.

12. French language would be an asset.

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

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