

CITY OF HAMILTON

LAST REVISION – FEBRUARY 11, 2019

HEALTHY & SAFE COMMUNITIES DEPARTMENT

CHILDREN'S SERVICES AND NEIGHBOURHOOD DEVELOPMENT DIVISION – LOCATION – 28 JAMES STREET NORTH

EARLY YEARS STRATEGY SPECIALIST

SUMMARY OF DUTIES

Reporting to the Manager, Community Strategies, the Early Years Strategy Specialist is responsible for planning, integrating and leading Children's Services and Neighbourhood Development (CSND) strategic initiatives and developing and coordinating a broad range of program activities that support the Early Years Community Plan (EYCP). The Early Years Strategy Specialist uses "best practices" in early childhood development including seeking new evidence based methods, systems, research and analysis to support continuous improvement in the delivery of services provided by CSND.

Leading strategic initiatives in a variety of staff resource configurations the Early Years Strategy Specialist is accountable for ensuring that assigned projects are delivered with due consideration to the identification and control of project scope, schedule, cost and the management of associated risks. Assists in developing a vision of excellence in child care and early years service delivery, which facilitates high quality outcomes for children and families. Fosters a culture of knowledge sharing and networking across the City of Hamilton, and with community stakeholders and government partners.

The Early Years Strategy Specialist leads community engagement initiatives to support CSND Divisional and HSC Departmental priorities. The Early Years Strategy Specialist is competent in using system integration skills to align mandates, priorities and community needs /assets.

The Early Years Strategy Specialist provides leadership, guidance, community engagement, innovative problem solving, and achieves results through effective teamwork with internal and external partners. The Early Years Strategy Specialist leads change through the coordination of people and organizations to generate and achieve shared objectives that lead to system improvements and improved outcomes for children and families.

GENERAL DUTIES

The Early Years Strategy Specialist plans, coordinates and leads strategic priority projects in alignment with CSND divisional and HSC departmental priorities.

Researches, develops and recommends short/long term service delivery strategies in accordance with CSND strategic directions, guidelines and legislative program requirements.

Develops recommendations for improvements to services, including required organizational changes, staff resources and skill requirements.

Assists in service delivery analysis, recommending effective strategies and monitoring current impacts both short and long term.

Leads the development of goals, objectives, strategies, and annual workplans in alignment with the key deliverables of the EYCP, and ensures implementation of project goals.

Provides consultation to programs on significant change initiatives within programs/divisions where political and community engagement is important. The Early Years Strategy Specialist assists with building capacity and promoting system integration in the community with multiple organizations and partners.

Manages all components of early years projects using a best practices approach to ensure that early childhood development decisions are evidence based and utilize research results and outcomes. Supervises and coordinates the activities of the EYCP in consultation with other professionals and community partners.

Promotes teamwork and provides direction to cross-functional teams and local or provincial advisory boards, committees or planning groups. Works collaboratively with project teams consisting of internal and/or external stakeholders. Ability to work independently and identify supports required to manager.

Prepares oral and written presentations to management, City Council, Ministry of Education, and external community partners. Reports regularly on the status of projects, milestone achievement, resource status, change and risk management. Prepares recommendations and outlines preferred course of action.

Plans project evaluation in consultation with appropriate staff and implements project evaluation plans. Evaluates project success and submits process improvement recommendations to manager. Engages in a culture of continuous quality improvement.

Provides critical analysis of federal, provincial and municipal policies and legislation. Evaluates their impact on program delivery.

Fosters relationships and provides strategic advice to internal management, government partners, external agencies and planning bodies to advance the goals of the City and the EYCP.

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

Proactively manages change using evidence based practices to optimize implementation of changes both internally and externally.

Under the direction of the manager, prepares Expressions of Interest (EOI) or Requests for Proposals (RFP) to access external expertise or external program delivery when required. Provides direction to external consultants or contracted third party agencies. Manages and monitors contracts with third party organizations to ensure that objectives are being met in accordance with agreed upon contract terms.

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.

Maintains confidentiality of personal information and other records, as required.

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

QUALIFICATIONS

1. Bachelor degree at an accredited post-secondary institution in a relevant field (e.g., social services, community engagement, community development, public administration, etc.).
2. Minimum of 3-5 years of previous experience in a relevant field with experience in a municipal environment an asset.
3. Strong knowledge of community engagement and development in social services, health and education sectors.

4. Demonstrated competence in project management, process improvement, change management and program evaluation.

Strong knowledge of federal, provincial and local initiatives and policies relating to early child development.

5. Excellent written and verbal communication skills, facilitation skills and presentation skills.
6. Experience in team leadership and mentorship, with highly developed negotiation and conflict resolution skills.
7. Demonstrated supervisory experience.
8. Proven organizational and time management skills, with the ability to work with tight deadlines and competing priorities.
9. Must have alignment with the City's values and be able to work independently as well as within a team setting.
10. Competence with the current suite of Microsoft productivity tools, including PowerPoint, Excel and Word. Familiarity with Visio, Microsoft Project, web-based and statistical software and applications an asset.