

CITY OF HAMILTON

HEALTHY AND SAFE COMMUNITIES DEPARTMENT

(RECREATION DIVISION – BUSINESS SUPPORT - LOCATION – LISTER BLOCK, 28 JAMES ST. N.)

RECREATION PROJECTS SPECIALIST- LEASES, AGREEMENTS & CAPITAL - CUPE 5167

SUMMARY OF DUTIES

Reports to the Senior Project Manager, Continuous Improvement, responsible for providing overall support to the development and implementation of a variety of strategic projects for the Recreation Division. Scope of projects includes leases, agreements and capital related projects. Manages a portfolio of license, lease and/or user agreements of sensitive and complex properties in accordance with direction from Recreation Management. Provides Divisional representation on external Department/Corporate Teams as assigned. The Recreation Projects Specialist has a strong collaboration role with divisional Managers, staff from other City Departments, community and sectoral stakeholders in a variety of cross-functional teams.

GENERAL DUTIES

Works with Divisional Managers, Divisional staff and with community stakeholders as required to initiate, develop, implement and evaluate Recreation based projects and program reviews at a Divisional, Departmental and Corporate level.

Works with Divisional Managers in the development of RFP's, terms of references, project charters, project workplans and critical paths, communication and consultation plans, draft reports and other supporting documentation and processes related to the completion of section led strategies, policies, programs, projects and planning initiatives.

Co-ordinate Recreation's portfolio of licence and lease agreements including data management, code compliance and account management.

Negotiate licenses and leases as directed by Recreation Management

Liaise with project clients, team members and stakeholders as well as relevant Recreation, Facility and Asset Management and other corporate staff to resolve issues and deliver projects.

Coordinate with the Real Estate, Planning and Economic Development and City Solicitor, Legal Commercial/Development/Policy Section on Offers, Options, Agreements or Settlements and liaise with Legal Services Division to refine terms/conditions of legal documents.

Develops and manages project work plans, establishes and changes priorities and timetables in response to changing resource and staffing conditions.

Supports interdepartmental and/or volunteer Steering Team responsibilities and activities related to section led strategies, policies, plans, projects and planning initiatives.

Collaborates in the planning, implementation, and evaluation of public consultation opportunities to support Division led initiatives. Public consultation opportunities may include the implementation of open houses, focus groups, web based applications, surveys and other methodologies as deemed applicable.

Assists in preparing verbal and written presentations to management and Council. Reports regularly on the status of projects, milestone achievements, fiscal status, change and risk management. Assists with drafting of reports; preparing recommendations and outlining preferred course of action.

Collaborates in the development and delivery of briefing notes, project updates, internal and external presentation, and formal reports to City management and internal and external stakeholders.

Assists in the design, development, implementation, and analysis of assessment and measurement tools utilizing available methods and technology. Collects, analyzes, evaluates and interprets data information/findings to identify user needs, trends, and to support and inform recommendations for improvement to existing section policies, programs and service delivery, and potential development opportunities.

Works with Divisional Managers to support the development and implementation of strategies and activities to address Divisional operational improvements and service delivery measurements.

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. Demonstrated knowledge and competence in supporting the development and implementation of recreation based initiatives normally acquired through a combination of a University degree in Business Administration, Recreation and Leisure Studies or Commerce, Economics, or a degree in a related discipline, and demonstrated experience in recreation preferably within a Municipal setting.
2. Progressive experience in the field of public administration with diversified experience in management of real estate and use agreements as well as experience in dealing with the public.
3. Working knowledge of various Provincial statues including the Expropriation Act, Planning Act and the Municipal Act.
4. Excellent verbal and written communication skills, with the ability to communicate appreciatively and effectively with all levels of staff, management, public/private sectors and the public.
5. Demonstrated project management skills, including the ability to develop, implement, monitor and evaluate critical paths, terms of reference, and other planning documents.
6. Demonstrated ability to work independently and collaboratively in a wide variety of staff and community based teams.
7. Knowledge of legislation affecting real property and municipal development approvals/processes.
8. Demonstrated analytical and strategic thinking skills.
9. Excellent organizational, time management skills and multi-tasking skills.
10. Sound interpersonal skills and demonstrated good judgment.
11. Must possess a thorough knowledge and skills in Microsoft Office including Word, Excel, PowerPoint, Outlook and other web-based applications an asset.
12. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.