

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT

(CHILDREN'S SERVICES & NEIGHBOURHOOD DEVELOPMENT DIVISION - NEIGHBOURHOOD DEVELOPMENT STRATEGIES – LOCATION – 28 JAMES ST. N., 5th FLOOR)

SENIOR PROJECT MANAGER – NEIGHBOURHOOD DEVELOPMENT STRATEGY

SUMMARY OF DUTIES

The Healthy and 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.

Reporting to the Manager, Neighbourhood Development Strategy, the Senior Project Manager, Neighbourhood Development Strategy is responsible for the researching, developing and implementing projects based on the neighbourhood action plans such as the Learning Annex and Snow Angels Programs. The Senior Project Manager will have a record of strong project management and community engagement and consultation experience. The Senior Project Manager will provide leadership on multi-disciplinary staff and community based project teams. The Senior Project Manager will have a demonstrated record of strong leadership and guidance, customer focus, project management, business planning, quality assurance, financial management, team building, change management, self-motivation and a commitment to results and continuous improvement.

The Senior Project Manager will implement a collaborative and consultative approach to engage various internal and external stakeholders including Council, staff, and the community using a variety of mechanisms and methodologies.

A high level of personal integrity and motivation, and excellent written and verbal communication skills are required.

GENERAL DUTIES

Develops project plans, work break-down structures, project resource planning including the identification of tasks, estimated costs, project schedules, milestones and any project team assignments.

Manages, monitors and reviews all project financials, project resources and project risk. Recommends procedures, maintains control and monitoring of projects/strategies to ensure projects are completed within the required schedule, within the approved budget and spending authority identifying any budget adjustments to the Manager - Neighbourhood Action Strategy.

Takes a lead role in a resident-led approach to the development of Neighbourhood Actions Strategy which includes the initiation, development and implementation of a variety of opportunities and methodologies for resident engagement, in a neighbourhood and City-wide participation in the Neighbourhood Action Strategy.

Takes lead roles in specific projects resulting from the Neighbourhood Action Actions which could be neighbourhood-based or implementation City-Wide, such as but not limited to Snow Angels, Learning Annex, etc.

Manages, directs and evaluates the performance of staff as well as prioritize work initiatives/programs to ensure the overall goals of the Neighbourhood Action Strategy are implemented.

Facilitates public meetings, stakeholder consultation, focus groups, and/or internal project meeting/sessions.

Thinks creatively, demonstrates a passion for policy development, business process management, co-ordination of the transition from policy to implementation and action, and a commitment to continuous improvement strategies.

Researches and assesses community development and government trends, best practices and relevant best practices, variant approaches in similar municipalities, awareness of legislation affecting resident-determined Neighbourhood Action Plan actions. Seeks opportunities to align with sector standards as applicable.

Manages changes that impact the implementation of the Neighbourhood Action Strategy and proposes strategies for resolution and/or improvement.

Develops and maintains relationships with divisional staff and supports the Manager – Neighbourhood Action Strategy to identify and develop new opportunities where appropriate.

Prepares reports and correspondence and makes presentations to senior management, Council standing committees, community sector committees and the general public.

Develops and maintains project budgets, schedules and other planning tools. Prepares regular status reports for the Manager – Neighbourhood Action Strategy.

Establishes, maintains and liaises with a network of municipal and community contacts, and continually liaises with other Divisions and Departments.

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. Baccalaureate degree in in the field of health, human services or project management or equivalent combination of education/experience. Postgraduate degree in humanities or public administration would be considered an asset.
2. Demonstrated excellent inter-personal and facilitation skills with a citizen centered focus. Ability to work with a wide variety of people of diverse backgrounds and skill sets.
3. Demonstrated skill in policy development, business planning and analysis, project management, data analysis and financial management. Experience in program development, program delivery, program improvement and operational management specific to the housing and homelessness sector would be considered an asset.
4. Demonstrated experience in the development and implementation of a variety of effective community consultation and engagement strategies.
5. Extensive project management experience, preferably in the area of business/program improvement, organizational effectiveness, quality assurance and continuous improvement.
6. Ability to deal effectively with elected officials, business and community stakeholders, management, peers, and the general public.
7. Demonstrated ability to work independently with limited supervision and in a team setting
8. An effective communicator, both orally and written, honed through practical experience.
9. Highly effective leadership, facilitation, communication, presentation, and interpersonal skills.
10. Excellent organizational, time management and multi-tasking skills.
11. Strong working knowledge of process and performance measures and methodologies.

12. Progressive supervisory experience demonstrated through direct or indirect reporting relationships.
13. Strong computer skills. Must possess thorough knowledge of the current suite of Microsoft productivity tools, including PowerPoint, Excel and Word.
14. Must possess a valid Class G Driver's Licence.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

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