

## CITY OF HAMILTON

**HEALTHY & SAFE COMMUNITIES DEPARTMENT**  
**(CHILDREN'S SERVICES AND NEIGHBOURHOOD DEVELOPMENT DIVISION – INDIGENOUS RELATIONS -**  
**LOCATION - 28 JAMES ST. N., 5<sup>th</sup> FLOOR)**

**SENIOR PROJECT MANAGER, URBAN INDIGENOUS STRATEGY**

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 service in a person-centered, respectful, courageous, empathetic, inclusive and ethical manner.

**SUMMARY OF DUTIES**

Reporting to Manager, Indigenous Relations, the Senior Project Manager, Urban Indigenous Strategy, will support the development and implementation of an Urban Indigenous Strategy for Hamilton that reflects the recommendations of the 2015 Truth and Reconciliation Commission Report at the local level. The Senior Project Manager will have an indepth knowledge of the history, policies, culture and demographics of Hamilton's Urban Indigenous community. The Senior Project Manager will build relationships with local Indigenous leaders, engage service providers, facilitate conversations with community groups, attend key events, leverage collaborative opportunities and ensure the strategic integration of project deliverables within broader national and provincial Indigenous strategies and the new community vision for the city of Hamilton.

**GENERAL DUTIES**

Provides strategic support to the urban Indigenous community in Hamilton by building community capacity, providing advocacy support, documenting success stories, addressing key issues and overall increasing community visibility.

Defines project scope, goals and deliverables that support community and relationship goals with the Indigenous community, in collaboration with local Indigenous government leaders, service agencies, City of Hamilton and other key community partners and stakeholders.

Develops and manages key project components relating to the Hamilton Urban Indigenous Strategy, such project planning, activity planning, risk management, community engagement, progress reporting and program evaluation.

Provides leadership, collaboration and negotiation skills to work with Indigenous community leaders, service providers, community agencies, City of Hamilton political leadership, senior City staff, other community stakeholders and the media.

Leverages key national, provincial and local Indigenous strategies to inform project scoping, communications and engagement activities, such the Truth & Reconciliation Commission of Canada report, Canada's Aboriginal Justice Strategy, Ontario Aboriginal Healing & Wellness Strategy and other related strategies.

Participates in Indigenous events and activities as invited by community Indigenous groups and organizations.

Stays abreast of policy changes and research documents from national, provincial and local government sources. Meets regularly with colleagues from other Ontario municipal and provincial governments conducting similar strategies.

Provides leadership oversight to a project website for the strategy, and ensures information on the site is relevant and accurate.

Monitors and documents key project issues, challenges and opportunities, and escalates issues up to the manager and senior leadership as required.

Establishes relationships with City departments with touch points to the strategy, and keeps senior management team and staff informed about project development and process.

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

Writes staff reports to Council and Senior Management Team on the Urban Indigenous Strategy and progress.

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 social sciences, public policy, human services or a related discipline with equivalent combination of education and work experience in government, non-profit, private or community service agencies.
2. Comprehensive knowledge of the Indigenous community, culture, etiquette, events, service agencies, community networks and strategies.
3. In-depth knowledge and understanding of the social, historical, political and economic factors that shaped and continue to shape the experience of Indigenous peoples in Hamilton.
4. Experience in project management, policy analysis and program development, including proven research and program evaluation skills.
5. Extensive and demonstrated leadership experience working with diverse stakeholders, including not-for profit social organizations, community groups, businesses, education, health and other community stakeholders.
6. Demonstrated political acuity, diplomacy and ability to work with elected and senior government officials.
7. Demonstrated problem-solving capacity related to the complexities of working with multiple stakeholders and the ability to relate well to a culturally diverse population.
8. Proven organizational and time management skills including the ability to work with tight deadlines and competing priorities.
9. Excellent communication and report writing skills. Ability to develop and deliver reports and presentations on project status, milestones, achievements, risks and mitigation controls.
10. Working knowledge of relevant software and computer programs such as Microsoft productivity tools, MS Visio and other related programs.
11. Professional training or designation in disciplines such as project management, business analysis, process improvement, program evaluation and public engagement is an asset.

12. Must be able to work evenings and weekends.

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

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