

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT
(CHILDREN'S SERVICES & NEIGHBOURHOOD DEVELOPMENT DIVISION – LISTER BLOCK – 28 JAMES ST. N., 5th FLOOR)

PROJECT MANAGER, INDIGENOUS INITIATIVES

SUMMARY OF DUTIES

Reporting to the Senior Project Manager, Urban Indigenous Strategy, the Project Manager is responsible for managing projects and is accountable for ensuring that project management duties are delivered through the effective use of financial, internal and external human resources.

Managing projects in a variety of internal or external teams, or working as a sole contributor, the Project Manager is accountable for ensuring that assigned projects are delivered in a culturally appropriate way with consideration to the identification of project scope, schedule, cost and the management of associated risks. The Project Manager will have a good understanding of the history, protocols, culture and demographics of the urban Indigenous community in order to support community and staff engagement activities. The Project Manager provides leadership, guidance, technical competence, innovative problem solving, and achieves results through effective teamwork.

The Project Manager uses a “best practices” approach in seeking new methods, Indigenous knowledge, research and analysis to support the Urban Indigenous Strategy and reconciliation at the local level.

The Project Manager investigates and recommends innovative/creative policies and business processes for the Urban Indigenous Strategy.

GENERAL DUTIES

Manage specific projects and investigative assignments related to the Urban Indigenous Strategy such as Indigenous community engagement, public education initiatives, training and employee education program, performance measurement and monitoring frameworks.

Define and document project requirements and develop the project charter, scope, deliverables, timelines, resource requirements, and identify project risks. Confirm and secure funding and commitment from the project sponsor, stakeholders and project team members.

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 cross-functional teams, provide clearly defined goals and objectives, provide advice to staff on project issues and problem resolution. The project team will often involve members of the Indigenous community in Hamilton.

Negotiate with vendors and contractors for supply of services.

Prepare oral and written presentations to management and Indigenous community groups and committees. Report regularly on the status of projects, milestone achievement, fiscal status, change and risk management.

Prepare recommendations and outline preferred course of action. Prepare written reports to funders as required.

Follow Indigenous protocols for inviting and working with Elders and knowledge keepers.

Administer and monitor the budget for projects in accordance with established Corporate and Divisional procedures, ensuring that project expenditures are within budgeted levels.

Conduct project evaluations. Evaluate project success and submit process improvement recommendations to Senior Project Manager.

Identify project assets and barriers and prepare background research.

Work 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.

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

QUALIFICATIONS

1. Demonstrated competence in project management, in the context of Indigenous community relations, normally acquired through post secondary education in business, public administration, Indigenous Studies or equivalent combination of education and relevant work experience.
2. Previous demonstrated experience working with Indigenous peoples and communities, especially relating to services and programs for off-reserve or urban Indigenous peoples.
3. Familiarity with the diversity of Indigenous peoples including events, service agencies, community networks and strategies. Lived experience and knowledge of Indigenous cultures, etiquette, protocols, languages. Knowledge of key programs and issues of importance to the Indigenous community in Hamilton.
4. Excellent written and verbal communication skills, facilitation skills and presentation skills,
5. Experience in team leadership and mentorship, with highly developed negotiation and conflict resolution skills.
6. Proven organizational skills and the ability to work with very tight deadlines and competing priorities.
7. Working knowledge of federal, provincial and local initiatives relating to truth and reconciliation with Indigenous Peoples.
8. Thorough knowledge and understanding of the Truth & Reconciliation Calls to Action and Hamilton's Urban Indigenous Strategy.
9. 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. Progressive work experience / knowledge with technology and databases.

NOTE:

To fulfill the City of Hamilton's commitment to diversity, equity and inclusivity and pursuant to Section 24 of the Ontario Human Rights Code (the Code), this position is restricted to applicants who identify as a member of an Indigenous community (First Nations, Métis and Inuit peoples). Candidates from this designated group are invited to self-identify in their cover letter, in a transparent manner, as part of the application process.