

CITY OF HAMILTON

HEALTHY AND SAFE COMMUNITIES DEPARTMENT (HAMILTON FIRE DEPARTMENT – LOCATION - 1227 STONE CHURCH RD. E.)

MANAGER, STRATEGIC INITIATIVES / EXECUTIVE OFFICER

SUMMARY OF DUTIES

Reporting to the Fire Chief, provides strategic leadership and effective subordinate management to the Divisional Chief of Administration and their functional area. Will assume the lead accountability for establishing and achieving annual Departmental goals and objectives through the effective and efficient use of management skills, financial and staff resources. Instils a customer service focus in the Fire Department. Leads the integration of a results based accountability process within the Fire Department. This role is responsible for the implementation of action items coming out of the 10 year Fire Service Delivery Plan including the defining and tracking of outcomes.

GENERAL DUTIES

Leads and is responsible for the development, implementation and ongoing updating of performance metrics for all operational and operational support areas that enhance public trust and confidence.

Leads and is responsible for the development of a quantifiable value for money service model.

Accountable for the identification of integration opportunities departmentally/corporately and the development of the corresponding action plans.

Leads and is responsible for the development and implementation of continuous improvement strategies to improve the effectiveness and efficiency of service delivery.

Participates as a member of the Departmental Collective Agreement negotiations team along with the Fire Chief and two Deputy Fire Chiefs.

Manages staffing requirements for organizational unit. Interviews, hires and mentors staff. Supports staff performance objectives, learning needs and career development. Provides opportunities for regular staff input and feedback to enhance management and team performance.

Oversees the identification of needed changes/additions to the current Collective Agreement and develops proposals for the collective bargaining process.

Evaluates industry emerging trends and legislative changes; develops the applicable strategies for consideration.

Participates in Senior Staff (HFD) and Extended Management Team (EMT) meetings as a member of the Healthy and Safe Communities Department.

Investigates and presents revenue generating opportunities that are consistent with the strategic direction of the City and the Fire Department.

Leads and is responsible for the implementation of action items coming out of the 10 year Fire Service Delivery Plan including the defining and tracking of outcomes.

Leads and is responsible for the development and ongoing updating of the strategic planning process for the Fire Department. Prepares and present reports.

Researches, reviews and recommends action plans by assessing and monitoring performance standards, determining needs by consulting with stakeholders and establishing goals and objectives and performance measures.

Monitors the operations and projects within the section to ensure safety, service quality, cost-effective and timely delivery of services, and environmental and legislative compliance.

Models and reflects integrity, professionalism and a commitment to public service excellence synonymous with the City of Hamilton's Corporate Culture.

Leads the development, preparation and monitoring of the operating and capital budgets in accordance with established procedures and corporate policies and guidelines.

Interprets and ensures compliance with Federal and Provincial legislative statutes and regulations and municipal bylaws, policies and procedures.

Ensures that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

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.

Perform other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Demonstrated experience related to the duties above normally acquired through the completion of a university degree in a related accounting, finance or business discipline such as Commerce, Economics, Business Administration and/or a recognized professional accounting designation or an equivalent combination of education and experience.
2. Solid change management skills with strong ability to design appropriate strategies to achieve desired results.
3. Developed analytical and business planning skills with a proven track record for long-term visioning and big picture thinking.
4. Demonstrated experience developing and implementing strategic and operational plans.
5. Strong leadership, facilitation, communication, presentation, interpersonal and organizational skills.
6. Highly developed ability to articulate a vision to lead and inspire others. Strong leadership, coaching, and performance management skills with the ability to lead teams.
7. Demonstrated financial management skills developing, implementing and monitoring operational and capital budgets.
8. Demonstrated ability to effectively manage a staff in a results oriented environment.
9. Experienced in designing and delivering customer focused programs and services.
10. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
11. Effective management, coaching, leadership and team building skills along with demonstrated decision making and problem solving skills dealing with confidential situations to foster a co-operative respectful and harmonious team environment.

12. Working knowledge of computer software applications.
13. Detail oriented and exceptional planning and organizational skills with the ability to manage multiple assignments.
14. Excellent communication skills (both oral and written) with the ability to communicate with all levels of staff, stakeholders and general public. Excellent presentation and facilitation skills.
15. Strong leadership, coaching, performance management skills with the ability to lead teams.
16. Team player with excellent customer service and interpersonal skills, able to respect and deal with highly confidential and sensitive issues.

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