

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT (ONTARIO WORKS DIVISION – LOCATION –TBA)

SENIOR PROJECT MANAGER, CONTINUOUS IMPROVEMENT (OW)

OVERVIEW

Reporting to the Director, Ontario Works, the Senior Project Manager, Continuous Improvement (OW) will provide leadership to multi-disciplinary teams providing planning of projects/initiatives, co-ordination and management of projects related to effectiveness and efficiency in the delivery of social assistance and the significant operational changes required for both the municipal and provincial social assistance modernization.

Develops, recommends and provides professional advice with respect to process management, quality assurance, business continuity, and program changes of a complex nature requiring an overall Department, Corporate and client perspective.

The Senior Project Manager, Ontario Work Program will have a demonstrated record of strong leadership and guidance, technical competence, customer focus, project management, support divisional workforce planning, senior volunteer coordination and planning, business planning, quality assurance, financial management, team building, change management, self-motivation and commitment to results and continuous improvement. . Implements strategies to improve effectiveness and efficiency. Sets above average standards and leads by example. Functions as mentor to subordinate staff.

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

GENERAL DUTIES / RESPONSIBILITIES

Working in a variety of staff resource configurations, or working as a sole contributor, manages specific projects including the City of Hamilton Snow Angels Program and investigative assignments such as business process reviews, process improvements or re-engineering, implementation of software to support re-designed business processes, cost-benefit analyses, benchmarking studies, assessment of service delivery compliance with legislated standards, department's performance measurement and monitoring frameworks in service areas that fall under Ontario Works.

Manages the administrative components of assigned projects including the preparation/coordination of regulatory reports, monitoring of required actions and other related internal and external regulatory documentation and record keeping.

Identifies and manages all aspects of assigned projects. Confirms funding and commitment from the project sponsor, stakeholders and project team members.

Thinks creatively with a passion for and thorough knowledge of business process management and improvement.

Ensures the successful delivery of end-to-end projects for our divisional clients, providing them with business solutions which meets their goals and objectives.

Takes a leadership and advisory role in strategic projects and program reviews, business case development, quality assurance, business planning, client relationship management and mentoring of other team members.

Manages changes that impact the project and proposes strategies to the client for resolution.

Provides support to the Manager with regard to the continued development and implementation of quality assurance standards, project methodology and management. Ensures the governance standards and evidence-based decision making are adhered to throughout the project life cycle.

Researches and assesses industry and government trends, best practices and impending legislation. Seeks opportunities to align with international standards.

Develops and maintains relationships with divisional clients and supports the Director to identify and develop new opportunities where appropriate.

Develops and promotes a continuous improvement culture.

Assists to identify and advise on communication strategies to ensure consistent application of policies and procedures directed to divisional staff, top management and owner (Council) to ensure divisional regulatory compliance.

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

Supports procurement for City of Hamilton Ontario Works Program

Establishes, maintains and liaises with a network of municipal contacts, and continually liaises with other Divisions and Departments. Leads cross-departmental working groups for complex issues which cross Departmental boundaries.

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

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 normal functions of the job as defined.

QUALIFICATIONS

1. Baccalaureate degree in business, public administration or related discipline pertinent to job functions combined with relevant business or government experience. Postgraduate degree in business or public administration would be considered an asset. Professional training or designation in areas such as project management, business analysis, process improvement, program evaluation and public engagement is an asset.
2. Demonstrated skill in strong business planning and analysis, business case development, project management, data analysis and financial management. Experience in organizational management and/or operational management would be considered an asset.
3. Extensive project management experience, preferably in the area of process improvement, organizational effectiveness, quality assurance and continuous improvement.
4. Demonstrated volunteer co-ordination management and working with youth, seniors etc.
5. Proven track record in the successful development and implementation of large-scale and diverse business improvement projects.
6. Thorough knowledge of quality assurance and continuous improvement methodologies and practices.
7. Excellent supervisory skills.

8. Demonstrated decision making, analytical and problem-solving skills.
9. An effective communicator, both orally and written, honed through practical experience.
10. Demonstrated ability to effectively manage and motivate staff in a results-oriented environment. Ability to foster a co-operative and harmonious team environment.
11. Highly effective facilitation, communication, presentation, and interpersonal skills.
12. Excellent organizational, time management and multi-tasking skills.
13. Experience in and/or working knowledge of business continuity and contingency planning.
14. Strong working knowledge of process and performance measures and methodologies.
15. Progressive leadership experience demonstrated through direct or indirect reporting relationships.
16. Flexible work hours are required, as some activities or meetings happen outside of normal working hours. Must be able to manage own transportation for attending meetings and events.
17. Strong computer skills. Must possess thorough knowledge of the current suite of Microsoft productivity tools, including PowerPoint, Excel and Word.

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