

## **CITY OF HAMILTON**

### **HEALTHY & SAFE COMMUNITIES DEPARTMENT**

**(GENERAL MANAGER'S OFFICE – LOCATION – 28 JAMES ST. N., 4<sup>th</sup> FLOOR)**

### **DIRECTOR, HOUSING SECRETARIAT**

#### **SUMMARY OF DUTIES**

Reporting to the General Manager, Healthy & Safe Communities, the Director, Housing Secretariat provides action-oriented oversight strategic leadership and expert advice and to the implementation of the City's Housing Sustainability and Investment Roadmap (HSIR), including an annual program of work that includes internal actions and identified community priorities. The Director, Housing Secretariat role requires both a strategic, long-term outlook, as well as an ability to implement, develop, and drive immediate actions. Responsible for working with community partners and across City of Hamilton departments and divisions to develop, design, and implement policies, processes and programs that drive positive changes along the affordable housing continuum based on short-term actionable items and long-term needs of the City, within the identified four affordable housing pillars: acquisition, development, retention and supports.

Serves as an action-oriented change champion for affordable housing in the City of Hamilton, with a primary focus on transitioning plans and strategies into concrete deliverables and tangible outcomes.

Acts as a thought leader and innovator with respect to affordable housing issues, trends, responses and actions with respect to the four pillars: acquisition, development, retention and supports.

Leads the City's Affordable Housing Secretariat, including staff within the Housing Secretariat and relationships with community stakeholders.

Oversees and monitors the implementation of the HSIR.

Formulates reports and recommendations regarding the implementation of the strategic HSIR and related plans for the City of Hamilton for approval by Senior Leadership Team (SLT) and/or City Council as appropriate in accordance with guidelines.

Recommends to Council, SLT and Community Advisory tables and peers, strategies and implementation approaches and innovations and change initiatives with respect to delivering best possible housing outcomes.

Accountable for establishing and achieving corporate-wide goals and objectives with respect to the City's response to the affordable housing crisis, implementation of the roadmap and creating a healthier housing continuum.

Leads a whole of community and whole of city approach to the roadmap, including a Steering Committee of senior leaders across multiple Divisions and Departments and a Community Partnership Action Table to ensure effective implementation of the HSIR.

Acts as the City's primary internal and external spokesperson with respect to the Affordable Housing Secretariat related matters.

Builds networks and collaborations with community partners, national housing experts, business leaders, appropriate provincial and federal agencies and other levels of government.

Evaluates and reports on the City's overall performance with respect to the Affordable Housing Secretariat and goals. Designs and implements actions and strategies to improve effectiveness and efficiency.

Is a member of the Departmental Leadership Team within the Healthy & Safe Communities Department and the City's Corporate Leadership Team.

Reports regularly to the City Manager and the City's Senior Leadership Team on matters related to the implementation of the City's HSIR.

**RESPONSIBILITIES**

Position Hamilton as a leader in innovative and action-oriented solutions to the housing crisis.

Assume lead accountability and responsibility for the implementation of the HSIR, including internal change initiatives and mobilizes supports for prioritized community action.

Ensure a lens of Equity, Diversity and Inclusion is applied to the HSIR.

Provide professional advice, including reports, to Council and its Standing Committees and Advisory Committees with respect to the roadmap.

Ensure cost effective delivery of services and provide regular tracking and reporting on spending, contributions, investments and budgets.

Provide leadership and support to staff, and implement engagement and recognition efforts, within the Housing Secretariat.

Ensure the HSIR incorporates and responds to the overarching and evolving issues facing Hamilton with respect to the housing crisis and the four pillars of acquisition, development, retention and supports, including organizational, legislative, and regulatory changes.

The Director is accountable to the General Manager, Healthy & Safe Communities for ensuring HSIR actions are provided in accordance with any relevant City and Provincial guidelines or requirements, and in the most effective and efficient manner consistent with the City of Hamilton's Mission, Vision and Values.

**GENERAL DUTIES**

Develop annual and multi-year implementation workplans for the City's HSIR.

Serve as a change champion and catalyst for integration and innovation across and within City divisions and among community stakeholders as required to deliver outcomes.

Develop and implement change management strategies that result in new ways of thinking and approaching the housing crisis.

Track, monitor and report on Housing Secretariat activities across the corporation to the community, public, Council and the Senior Leadership Team.

Provide coaching and advice to staff within the Housing Secretariat to optimize performance.

Lead and motivate a diverse workforce, ensure effective collaboration and teamwork, and encourage innovation in others.

Ensure compliance with Provincial and Federal statutes and regulations and Municipal by-laws and policies.

Respond to various Corporate, community, Provincial or Federal initiatives or programs.

Effectively manage the approved financial and staffing resources of the Housing Secretariat.

Provide advice, including reports, to Council and its Committees.

Establish and complete goals and objectives and initiate tactics and projects to implement the City's HSIR.

Establish and Chair a Corporate-wide Housing Secretariat Steering Committee comprising senior leaders from across the corporation, community stakeholders and an Extended Leadership Group comprising managers and supervisors from all service areas of the corporation and relevant community sectors.

Attend public meetings and conduct presentations to the public, stakeholders, media and outside government bodies. Participates, and regularly acts as a public and media spokesperson for the City's Housing Secretariat.

Establish criteria and priorities for annual work program and performance measures. Prepare work schedules, assign duties to staff within the Housing Secretariat and within other City Divisions, establish priorities, conduct staff hiring, monitor and evaluate staff performance, discipline and train staff, as well as assist in developing staff to their full potential.

Provide strategic advice and participate on various internal corporate committees to ensure affordable housing and healthy housing continuum considerations are embedded within the City's decision-making framework at all levels.

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

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.

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

## **QUALIFICATIONS**

1. A post-secondary degree in planning, development, municipal administration, health or human services, , or related discipline with relevance to the broad focus of the City's Housing Sustainability and Investment Roadmap with progressive relevant work experience at a senior management level, in either the private or public sectors.
2. Extensive and proven knowledge of affordable housing issues and best practices with respect to acquisition, development, retention and supports, innovative and integrated solutions, corporate strategic planning, managerial principles, and municipal government administration.
3. Highly developed analytical and business planning skills with a proven track record for long-term visioning and big picture thinking.
4. Adept at relationship building between and across sectors, including city government and community partners.
5. Highly developed ability to articulate a vision, to lead and inspire others.
6. Highly effective leadership, facilitation, communication, interpersonal and organizational skills.
7. Demonstrated mediation / dispute resolution and negotiation skills.
8. Proven ability to deal effectively with elected officials, media, other levels of government, management, peers, staff and the general public.
9. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the implementation of the Housing Sustainability and Investment Roadmap.

10. Working knowledge of computer software applications.
11. Proven ability to effectively negotiate complex agreements and excellent facilitation skills in order to build consensus.
12. Must possess strong organizational and time management skills.
13. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.

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

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