

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT (HOUSING SECRETARIAT - LOCATION – TBA)

SENIOR ADVISOR, HOUSING SECRETARIAT

SUMMARY OF DUTIES

Reporting to the Director, Housing Secretariat and working collaboratively with other senior leaders, the Senior Advisor, Housing Secretariat, provides leadership and strategic direction for the implementation of the City's Housing Sustainability and Investment Roadmap, a "whole of Hamilton" and corporate-wide approach to addressing the housing crisis. A newly launched initiative approved by Council and designed to integrate, align, and sequence affordable housing efforts underway and planned across City divisions in all City departments and with community partners. The Senior Advisor, Housing Secretariat will be responsible for working with a wide variety of community stakeholders to develop, design, and implement policies, processes and programs that drive positive changes along the affordable housing continuum. Facilitating communication between community stakeholders and the City will be a key function of the position. The Housing Secretariat presents a legacy and leadership opportunity for the team to have a positive impact on the health of the City's housing sector and change the trajectory for Hamilton residents.

GENERAL DUTIES

Leads strategic engagement of affordable housing sector (broadly defined) in the community, including, but not limited to: non-profit, supportive and transitional housing providers, the philanthropic sector, land use planners, property developers, rental housing owners, and affordable homeownership proponents.

Provides leadership, collaboration and facilitation skills to work cross-departmentally with senior management, City staff and key community stakeholders to incorporate recommendations to Council on strategies and implementation approaches on delivering best possible housing outcomes, with respect to the City's Housing Sustainability and Investment Roadmap.

Provides senior level policy support to the Department to enable informed decision making on the Housing Sustainability and Investment Roadmap's deliverables and to provide context for planning and resource deployment.

Pro-actively builds and maintains positive relationships with key stakeholders and develops options for implementing innovative strategies by forming and enhancing networks and collaborations with community partners, national housing experts, business leaders, appropriate provincial and federal agencies and other levels of government.

Works to remove barriers, builds community capacity and strengthens local planning to ensure services are effectively coordinated, seamless and tailored to the needs of the City's community partners so they can maximize their potential, enhance their housing development applications to provide more affordable housing and contribute to their community. This will include, but not be limited to, planning, developing and evaluating development application processes performance, transformation and reform. Ensures the application process is aligned with provincial ministry priorities and plans as well as internal and external benchmarks.

Provides leadership, visioning, and strategic direction responsible for working with a wide variety of community stakeholders to develop, design, and implement policies, processes and programs that drive positive changes along the affordable housing continuum within the identified four pillars: acquisition, development, retention and supports.

Collects data and assesses the community need for a streamlined process including how well the current configuration of services meets those needs; identifies changes that may be warranted. In consultation with senior leaders, develops a vision of enhanced service and provides strategic leadership in the transformation of current practices, ensuring recommended policies and long range strategies in the delivery of the Housing Sustainability and Investment Roadmap are based on evidence and a clear understanding of inherent risks.

Advances system integration, with the goal of balancing the principles of adequacy, fairness and work incentive by focusing on comprehensive analysis, consultation, risk management and ongoing monitoring and assessment of deliverables at the local level.

Promotes system integration across City departments and works to remove silos between programs.

Develops strategies to enhance accountability while shifting the focus from compliance/outputs to program outcomes. Promotes innovation and flexibility in service delivery in ways that best meet local needs. Reduces complexity and inefficiency and encourages, maintains and enhances accessibility and more integrated, seamless services for community partners.

Provides expertise in change management and project management to Department Directors to enable them to plan and lead their staff through transformational changes in a large complex project including service delivery, process improvement and redesign, as well as the realignment of supports and resources to support the Housing Sustainability and Investment Roadmap that will meet future local needs and the provincial vision for a housing development plan.

Designs and implements project strategy; creates, executes and controls project plans through project communications, management and change management plans; and manage risks. Ensures all phases of project delivery are performed within standards, timeframes and budget requirements.

Sets priorities for resources among multiple programs, service providers and projects and implements modifications to respond to changing circumstances. Reports regularly on the status of programs, projects and tasks, program evaluations and other team activities to the Division and Department Management Teams.

Develops and implements strategies for building community consensus through collaborative partnerships.

Participates as member of the Division Management team to facilitate co-ordination of inter-divisional programs

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. Must be able to demonstrate a level of expertise related to affordable housing issues and best practices with respect to acquisition, development, retention and housing based supports normally acquired through a Post-Secondary Degree in Economics, Planning, health or human services, or a combination of equivalent education and relevant work related experience.
2. Demonstrated excellent knowledge of, and relationships with, community stakeholders related to affordable housing.
3. Highly developed analytical and business planning skills with a proven track record for long-term visioning and big picture thinking
4. Excellent communication skills, both verbal and written. Excellent interpersonal skills and ability to deal with elected officials, government departments, all levels of management, staff and the general public. The ability to negotiate and resolve complex issues in collaboration with Directors.
5. Thorough knowledge and understanding of statutes, regulations, codes and by-laws affecting affordable housing in the City. Knowledge of policy frameworks, research methods and data analysis, consultation techniques and program planning and program evaluation models including the knowledge of best practices.
6. Extensive computer experience in a Windows environment utilizing MS Office software

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