

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT (RECREATION DIVISION - BUSINESS SUPPORT - LOCATION – 28 JAMES ST. N.)

PROJECT MANAGER, SPECIAL EVENT PLANNING – CUPE 1041

SUMMARY OF DUTIES

Reporting to the Manager, Business Support, the Project Manager, Special Event Planning will take a lead role in researching, consulting, developing and preparing reports on special events industry best practices.

The Project Manager will lead and direct project teams composed of all levels of staff related to event services planning, alternative service delivery and business projects.

The Project Manager will be required to work closely with staff, management and community stakeholders to ensure that Recreation and Special Events Advisory Team (SEAT) event services planning meet the needs of the City and the Community.

Develop and implement detailed plans to successfully support the community and major SEAT events portfolio.

Assist in establishing strategies to improve effectiveness and efficiencies in delivering event services to meet divisional goals and objectives.

Identify the need for and assist in development of strategies and plans related to the planning, development and management of recreation facilities including property acquisition, protection and enhancement of recreation facilities.

Work in conjunction with other sections of the Recreation Division, other Divisions in the Department, other City Departments and stakeholders to ensure inclusive and equitable access to event opportunities and services for all members of the community.

GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)

Works with Divisional Managers, Divisional staff and with community stakeholders as required to initiate, develop, implement and evaluate recreation based short term and ongoing projects and programs, such as annual community and major SEAT events, public and sector consultation processes, community development initiatives and program reviews at a Divisional, Departmental and Corporate level.

The Project Manager will have excellent writing skills and will take lead role to ensure completion of reports, business cases and presentations to various stakeholders, which are concise, geared towards innovation with focus on meeting the continual changing needs of the community.

Manages projects in a variety of staff resource configurations ranging from individual work to cross-departmental teams, providing leadership, guidance, technical competence, innovative problem-solving and effectiveness in all such settings.

The Project Manager will use a “best practices” approach in seeking new methods, systems, research and analysis to support ongoing continuous improvement in the delivery of services and monitors the budget for projects in accordance with established Corporate procedures, ensuring that project expenditures are within budgeted levels.

Maintains professional competence in the discipline of project management, including responsibility for the overall development and implementation of assigned projects, the Project Manager will:

- identify all project tasks
- develop a project schedule
- create milestones and budgets

- research best practices
- estimate costs
- public engagement
- draft project charter scope and deliverables
- identify Project resources and skills requirement
- report to Management and Council
- determine allocation of financial resources to project tasks
- obtain final approval
- implementation and training

Provides day to day supervision, coaching, motivation and direction to subordinate staff including scheduling, coordination and guidance as appropriate. Builds and encourages employee commitment to customer service and a high level of performance in all areas of service delivery. Develops and empowers staff through delegation of responsibility and accountabilities through regular coaching and feedback.

Supervises consultants working on projects and initiatives related to recreation event services planning by identifying project tasks, estimated costs, project schedules, milestones and budget.

Prepares verbal and written presentations to management and Council and reports regularly on the status of projects, milestone achievements, fiscal status, change and risk management. Prepares recommendations and outlines preferred course of action.

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. Proven knowledge of theories and practices of Recreation & Leisure Studies, Social Sciences, Cultural Studies or Public Administration normally acquired through the completion of a University Degree or College Diploma with progressive experience in project management or an equivalent combination of education and related experience.
2. Preference given to those who have demonstrated competence in supporting the development, project management and implementation of large-scale event initiatives within a Municipal setting.
3. Demonstrated experience collaborating with municipal stakeholders, including but not limited to Emergency Management Services, Public Works, Transportation and Public Health supporting the development and implementation of large-scale community delivered event programs and activities
4. Possesses a demonstrated record of strong leadership and guidance, technical competence, team advocacy, staff supervision and empowerment and be committed to results.
5. Previous experience working with Major SEAT or signature scale special events.
6. Understanding of sectoral issues in the events sector, and demonstrated experience working to build capacity and expertise
7. Knowledge and understanding of continuous improvement methodologies. Lean Sigma Green belt considered an asset.
8. Proven organizational skills and the ability to work with very tight deadlines and competing priorities. Must have above average analytical and problem-solving skills.

9. Ability to challenge, lead and inspire others to excel in an environment that fosters innovative approaches to problem-resolution.
10. Demonstrated ability to deal effectively and collaboratively with elected officials, business and community stakeholders, management, peers, and the general public.
11. Capable of working independently as well as part of an interdisciplinary team. Must have initiative and the ability to carry out instructions without detailed direction.
12. Excellent written and verbal communication skills, facilitation skills and presentation skills, a team leader and mentor possessing highly developed negotiation and conflict resolution skills.
13. Possesses a high level of personal integrity with experience providing work direction related to project delivery.
14. Acute sense of confidentiality and judgment required.
15. Must possess thorough knowledge of the current suite of Microsoft productivity tools, including PowerPoint, Excel and Word. Microsoft Project and web-based applications an asset.

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

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