

## CITY OF HAMILTON

### HEALTHY & SAFE COMMUNITIES DEPARTMENT

### (CHILDREN'S & COMMUNITY SERVICES DIVISION – EARLY YEARS – LOCATION – LISTER BLOCK, 6<sup>TH</sup> FLOOR)

### SENIOR PROJECT MANAGER, EARLY YEARS SYSTEM – CWELCC

#### SUMMARY OF DUTIES

Reporting to the Manager, Early Years, CWELCC in Children's & Community Services Division, the Senior Project Manager, Early Years System – CWELCC will provide leadership to multi-disciplinary teams providing planning, co-ordination and management of projects related to implementing the Canada-Wide Early Learning and Child Care plan, CWELCC and Service System Manager responsibilities in relation to licensed childcare, EarlyON Child and Family Centres, and Special Needs Resourcing.

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, Licensed Child Care, EarlyON Child and Family Centre Operators and client perspectives. This includes researching and assessing industry and government trends, best practices, and legislation.

Establishes, maintains, and liaises with a network of municipal contacts, and continually liaise with other municipalities, Divisions and Departments. Lead cross-divisional working groups for complex issues which cross Divisional responsibilities.

The Senior Project Manager, Early Years System - CWELCC will have a demonstrated record of strong leadership and guidance, technical competence, customer focus, project management, business planning, quality assurance, financial management, team building, change management, self-motivation, and commitment to results and continuous improvement.

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

#### GENERAL DUTIES

Working in a variety of staff and community partner resource configurations, or working as a sole contributor, manages specific projects or assignments such as business process reviews, process improvements, implementation of software to support re-designed business processes, cost-benefit analyses, department's performance measurement and monitoring frameworks in service areas that fall under the Service System Manager responsibilities under the Child Care & Early Years Act and corresponding Ministry guidelines.

Identifies and manages all aspects of assigned projects to support a successful implementation of the CWELCC plan and ongoing Service System Manager responsibilities. Confirms funding allocations 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 the licensed child care, EarlyON Child and Family Centre and Special Needs Resourcing which meets the Divisional goals of a high quality, sustainable, responsive early years system that reflects the children and families it serves.

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 regards 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.

Develops and promotes a continuous improvement culture.

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

Establishes, maintains and liaises with a network of municipal contacts, and continually liaises with other Divisions and Departments. Leads cross-departmental, cross-divisional working groups for complex issues which cross Departmental/Divisional 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. Post graduate degree in business or public administration would be considered an asset.
2. Sound knowledge of the childcare and early years system, Child Care & Early Years Act, Child Care Service Management Guidelines, Provincial legislation and guidelines, Canada-Wide Early Learning & Child Care Guidelines and local policies and procedures.
3. Demonstrated record of strong leadership and guidance, technical competence, customer focus, project management, business planning, quality assurance, financial management, team building, change management, self-motivation, and commitment to results and continuous improvement.
4. Extensive project management experience, preferably in process improvement, organizational effectiveness, quality assurance and continuous improvement. Demonstrated skills in analysis, planning, monitoring, and evaluation.
5. Demonstrated ability to effectively manage and motivate internal and external teams in a results-oriented environment. Ability to foster a co-operative and harmonious collaborative working environment.
6. Highly effective leadership, facilitation, communication, presentation, and interpersonal skills.
7. Excellent organizational, time management and multi-tasking skills.
8. A high level of personal integrity and motivation, and excellent written and verbal communication skills are required
9. 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.**

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