

## CITY OF HAMILTON

### HEALTHY & SAFE COMMUNITIES DEPARTMENT

(CHILDREN'S & COMMUNITY SERVICES DIVISION - LOCATION - 28 JAMES ST. N., 6<sup>th</sup> FLOOR)

### SENIOR PROJECT MANAGER, COMMUNITY STRATEGIES

The Healthy & Safe Communities Department is committed to its people and is dedicated to building a strong and healthy community. We are passionate about making a difference and are recognized for our excellence. We offer a respectful and supportive workplace that provides life-long learning opportunities, leadership, innovation and performance excellence.

We are looking for high performing public servants who are interested in experiencing a challenging, rewarding, enjoyable, and fulfilling career. The successful candidate will demonstrate an ability to provide excellent service in a person-centered, respectful, courageous, empathetic, inclusive and ethical manner.

### SUMMARY OF DUTIES

Reporting to Manager, Community Strategies, the Senior Project Manager, Community Strategies, will support the development and implementation of various community strategies. The aim of these plans is to ensure the coordination of a broad range of activities and services related to planning, development and management of human services in the City of Hamilton. The Senior Project Manager will build relationships with partners, engage service providers, facilitate conversations with community groups, attend key events, leverage collaborative opportunities and ensure the strategic integration of project deliverables within the Community Strategies team. The Senior Project Manager also provides direct supervision to others.

### GENERAL DUTIES

Defines project scope, goals and deliverables that support community goals, in collaboration with local leaders, service agencies, City of Hamilton and other key community partners and stakeholders.

Develops and supports a sustainable governance model to oversee the implementation of various community strategies.

Develops and manages key project components such as project planning, activity planning, risk management, community engagement, progress reporting and program evaluation.

Provides leadership, collaboration and negotiation skills to work with community leaders, service providers, community agencies, City of Hamilton political leadership, senior City staff, other community stakeholders and the media.

Stays abreast of policy changes and researches documents from national, provincial and local government sources. Meets regularly with colleagues from other Ontario municipal and provincial governments conducting similar strategies.

Monitors and documents key project issues, challenges and opportunities, and escalates issues up to the manager and senior leadership as required.

Establishes relationships with City departments with touch points to the plan and keeps senior management team and staff informed about project development and process.

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

Writes staff reports to Council and Senior Management Team on various community strategies and progress.

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. Baccalaureate degree in social sciences, public policy, human services or a related discipline with equivalent combination of education and work experience in government, non-profit, private or community service agencies.
2. Experience in project management, policy analysis and program development, including proven research and program evaluation skills.
3. Extensive and demonstrated leadership experience working with diverse stakeholders, including not-for profit social organizations, community groups, businesses, education, health and other community stakeholders.
4. Demonstrated political acuity, diplomacy and ability to work with elected and senior government officials.
5. Demonstrated problem-solving capacity related to the complexities of working with multiple stakeholders and the ability to relate well to a culturally diverse population.
6. Proven organizational and time management skills including the ability to work with tight deadlines and competing priorities.
7. Excellent communication and report writing skills. Ability to develop and deliver reports and presentations on project status, milestones, achievements, risks and mitigation controls.
8. Working knowledge of relevant software and computer programs such as Microsoft productivity tools, MS Visio and other related programs.
9. Professional training or designation in disciplines such as project management, business analysis, process improvement, program evaluation and public engagement is an asset.

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

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