

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT
(HOUSING SECRETARIAT DIVISION – INFRASTRUCTURE PLANNING & DEVELOPMENT SECTION –
LOCATION – 28 JAMEST ST. N. 5th FLOOR)

MANAGER, INFRASTRUCTURE PLANNING & DEVELOPMENT

SUMMARY OF DUTIES

Reporting to the Director, Housing Secretariat Division, manages and directs a workforce engaged in project management related to housing planning and infrastructure development and housing development approvals. Responsible for implementation of strategies and goals that support service level standards and continuous improvement while driving for results that are aligned with the Housing Sustainability & Investment Roadmap, the Corporation's strategic vision, direction & values.

Accountable for establishing and achieving sectional goals and objectives through the effective and efficient use of financial and staff resources. The Manager shall ensure that housing planning and infrastructure development review activities are delivered in accordance with City Procedures and Policies and Provincial Legislation and in a cost effective, efficient and timely manner using a "best practices" approach.

The Manager, Infrastructure Planning & Development will provide leadership to subordinate staff in a team environment that will co-ordinate and provide expert advice regarding housing planning and infrastructure development review and approvals, and related policies and projects undertaken to meet the needs of residents and businesses of the City of Hamilton.

The Manager shall ensure that housing infrastructure development review and approvals processes are implemented in accordance with City and Provincial requirements and direct the formulation of new City policies and procedures concerning housing infrastructure in the most effective and efficient manner within the City's strategic goals and values.

Prepares Sectional business plans, budgets and reports to ensure and report on how housing planning and infrastructure development review and approvals services are performed against established benchmarks and corporate procedures, including financial administration and financial performance.

Provides strong technical leadership, professional expertise, communication ability, innovation, and creativity, to Council, and Advisory Committees, staff guidance, team advocacy and empowerment and a commitment to results.

RESPONSIBILITIES

Ensures excellence in the quality of new housing planning and infrastructure development in the City of Hamilton.

Provides creative leadership and project direction to staff working on housing planning and infrastructure development review and approvals. Ensures working relationships embody the corporation's culture and values through direct interaction and influence on staff of all Departments with mandate interest in housing infrastructure and development. Promotes teamwork or other forms of integration between sections of the Housing Secretariat Division with other parties, internal and external, taking a lead role in directing projects in a cross-functional and cross program work environment. Promotes a service-oriented culture, focusing on time and cost-effective delivery of projects and services. Develops staff through delegation and empowerment providing regular feedback, technical direction and professional development while encouraging staff's decision-making processes, where appropriate.

Ensures housing infrastructure planning and development review and approvals services and projects are cost effective, timely and in compliance with relevant legislation. Monitors the evolution of municipal, provincial, and federal legislation and policy.

Designs and implements City plans and policies with respect to housing infrastructure planning and development review and approvals in partnership with the Planning & Economic Development Department, work program and budget. Makes recommendations to the Director on project priorities, resources and related cost and staffing implications.

Designs and manages inter-Departmental and inter-Divisional work projects that include public meetings to formulate, present and justify the City's position, past and proposed actions to citizens, the media and outside government bodies. Participates and regularly acts as a spokesperson for the City in discussions and presentations on housing infrastructure planning & development issues. Works with the Director to respond to issues and queries raised by Council, as channeled through the office of the Director or and other City Divisions as it pertains to affordable housing.

Assist the Housing Secretariat Division and the Planning & Economic Development Department in delivering on the City's climate change objectives as it relates to housing infrastructure.

Assist the Housing Secretariat Division in delivering on the City's objectives with respect to Equity, Diversity and Inclusion.

GENERAL DUTIES

Participates on various corporate committees as required.

Recommends project priorities, research and policy development methods, data requirements and consultation techniques for studies related to development approvals.

Receives and answers inquiries of a technical nature from public, staff, other departments, municipal and other government agencies related to major responsibilities.

Writes reports, composes correspondence, monitors consultant and budget performance of development-related projects related to major responsibilities.

Develops and recommends corporate policies, implementation programs and procedures related to major responsibilities.

Provides input related to departmental current and capital budgets.

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

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. A University Degree in planning or a related field, and considerable experience at a senior level of responsibility in urban planning.
2. Must be a member of the Canadian Institute of Planners (MCIP), or related professional organization, and a Registered Professional Planner (RPP).

3. Highly developed ability to articulate a vision to lead and inspire others. Proven experience to articulate a variety of planning concepts and practices to staff and public in verbal, graphic and written media. Highly effective in group leadership, facilitation, interpersonal and organizational skills.
4. A thorough knowledge and understanding of federal, provincial and conventional municipal legislation, policies and practices in heritage planning gained through practical experience.
5. Demonstrated ability to effectively manage multi-disciplinary projects and staff in results oriented and primarily unionized environment.
6. Experience in designing and delivering customer focused programs and services.
7. Possesses a demonstrated record of strong leadership and guidance, customer focus, innovation/creativity, team advocacy, staff delegation, empowerment and staff development and is results oriented.
8. Ability to deal effectively with elected officials, representatives of other levels of government, media, management, peers and the general public.
9. Project Management Certification is an asset.
10. Knowledge of the collective bargaining and consultant service procurement processes.
11. Working knowledge of relevant computer software applications.
12. 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.
