

CITY OF HAMILTON

COMMUNITY & EMERGENCY SERVICES DEPARTMENT (HOUSING SERVICES DIVISION – INVESTMENT IN AFFORDABLE HOUSING – LOCATION – 350 KING ST. E., UNIT 110)

SENIOR PROJECT MANAGER – HOUSING & HOMELESSNESS ACTION PLAN

SUMMARY OF DUTIES

Reporting to the Manager, Investment in Affordable Housing, the Senior Project Manager – Housing & Homelessness Action Plan will lead and co-ordinate the implementation framework for Hamilton's 10-year Housing & Homelessness Plan. This includes co-ordinating the implementation of a number of critical investment strategies, co-ordinating a communications plan and monitoring and reporting progress to ensure projects are responsive to identified community need, results/outcomes are tracked and measured against identified targets and efficient use of financial and staff resources are assessed and implemented.

The Senior Project Manager will have a demonstrated understanding of the scope of the full housing continuum, including the housing market, housing and homelessness related programs, and community stakeholders and person/client-centred service. The Senior Project Manager will have a record of strong project management and community engagement and consultation experience. The Senior Project Manager will provide leadership on multi-disciplinary staff and community based project teams. The Senior Project Manager will have a demonstrated record of strong leadership and guidance, customer focus, project management, business planning, quality assurance, financial management, team building, change management, self-motivation and a commitment to results and continuous improvement.

The Senior Project Manager will implement a collaborative and consultative approach to engage various internal and external stakeholders including Council, staff, and the community using a variety of mechanisms and methodologies.

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

GENERAL DUTIES

Develops project plans, work break-down structures, project resource planning including the identification of tasks, estimated costs, project schedules, milestones and any project team assignments.

Manages, monitors and reviews all project financials, project resources and project risk. Recommends procedures, maintains control and monitoring of projects/strategies to ensure projects are completed within the required schedule, within the approved budget and spending authority identifying any budget adjustments to the Manager of Investment in Affordable Housing.

Takes a lead role and a person-centred approach to initiate, develop and implement a variety of opportunities and methodologies for civic engagement, broad sector participation and participation of people with lived experience related to implementation strategies of the Housing & Homelessness Action Plan.

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

Thinks creatively, demonstrates a passion for policy development, business process management, co-ordination of the transition from policy to implementation and action, and a commitment to continuous improvement strategies.

Researches and assesses housing and homelessness sector and government trends, best practices and relevant legislation. Seeks opportunities to align with sector standards as applicable.

Manages changes that impact the implementation of the Housing & Homelessness Action Plan and proposes strategies for resolution and/or improvement.

Provides support to the Manager of Investment in Affordable housing with regards to the continued development and implementation of quality assurance standards, project methodology and management. Ensures the project methodology is adhered to throughout the implementation of the Housing & Homelessness Action Plan.

Develops and maintains relationships with divisional staff and supports the Manager of Investment in Affordable Housing to identify and develop new opportunities where appropriate.

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

Develops and maintains project budgets, schedules and other planning tools. Prepares regular status reports for the Manager of Investment in Affordable Housing.

Establishes, maintains and liaises with a network of municipal and community contacts, and continually liaises with other Divisions and Departments.

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 business, economics, public administration, social policy/planning, or urban/land use planning or related discipline pertinent to job functions combined with relevant business or government experience. Postgraduate degree in the above disciplines would be considered an asset.
2. Demonstrated skill in policy development, business planning and analysis, project management, data analysis and financial management. Experience in program development, program delivery, program improvement and operational management specific to the housing and homelessness sector would be considered an asset.
3. Demonstrated experience in the development and implementation of a variety of effective community consultation and engagement strategies.
4. Extensive project management experience, preferably in the area of business/program improvement, organizational effectiveness, quality assurance and continuous improvement.
5. Ability to deal effectively with elected officials, business and community stakeholders, management, peers, and the general public.
6. Demonstrated ability to work independently with limited supervision and in a team setting
7. An effective communicator, both orally and written, honed through practical experience.
8. Highly effective leadership, facilitation, communication, presentation, and interpersonal skills.
9. Excellent organizational, time management and multi-tasking skills.
10. Strong working knowledge of process and performance measures and methodologies.
11. Progressive supervisory experience demonstrated through direct or indirect reporting relationships.

JD ID: A9329

12. Strong computer skills. Must possess thorough knowledge of the current suite of Microsoft productivity tools, including PowerPoint, Excel and Word.
13. Must possess a valid Class G Driver's Licence.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.