

## CITY OF HAMILTON

**COMMUNITY & EMERGENCY SERVICES DEPARTMENT**  
**(NEIGHBOURHOOD & COMMUNITY INITIATIVES DIVISION – NEIGHBOURHOOD ACTION**  
**STRATEGY SECTION – LISTER BLOCK, 28 JAMES ST. NORTH, 5<sup>TH</sup> FLOOR)**

**PROJECT MANAGER, URBAN FARM PROJECT**

**SUMMARY OF DUTIES**

Reporting to the Manager, Neighbourhood Development Strategies, the Project Manager Neighbourhood Action Strategy is responsible for researching, developing and implementing a social enterprise urban farm project. The successful development of the urban farm requires careful oversight, including the need to ascertain the infrastructure requirements such as site servicing for water, irrigation, drainage and vehicle access and the need to work with residents, service providers, funders, stakeholders and the City of Hamilton Procurement division to create, vet and award an RFP for the implementation of the farm as a social enterprise.

As an integral member of a developmental program that addresses the Social Determinants of Health, community engagement, planning and project management, the project manager will take a leadership role in working collaboratively with staff and management from across City of Hamilton departments and programs, as well as external key community stakeholders, funders and community members to develop the urban farm. The Project Manager will represent the Neighbourhood Action Strategy at decision-making tables across the city, engaging new partners and resources to support the cross-departmental and cross-sector urban farm project.

**GENERAL DUTIES**

Demonstrated leadership, collaboration and negotiation skills required to work with professionals, elected officials, community members and funding bodies to develop and implement clear and concrete projects to improve neighbourhood health and well-being.

Proven knowledge and experience in project management; including ability to develop project scope, project charters, work plans, tracking tools and final reports. Ability to identify, secure and manage resources to ensure project success.

Ability to research best practices, conduct environmental scans, critically analyze data and information and provide advice to Neighbourhood Action Strategy on effective community engagement strategies, community-based projects and funding sources.

Proven customer service skills required to oversee effective communication with elected officials, various departmental staff, management, community stakeholders and residents. Demonstrated ability to resolve conflicts and concerns using good judgement to meet the needs and desires of interested parties while ensuring projects are completed.

Must have proven superior communication skills, verbally, written and visual forms, ensuring the message is clear. Must have experience in writing both detailed reports and summaries for a wide variety of audiences. Must have excellent presentation skills across diverse audiences.

A demonstrated ability to work within a developing program; both independently, showing good judgement and initiative, and as part of a team. Effective organizational skills with a proven ability to provide top quality results with short notice in an ever changing environment.

Ability to participate fully in strategic planning discussions on the continued evolution of the Neighbourhood Action Strategy, based on knowledge acquired through research, best practices and case studies.

Develop, launch and manage a Neighbourhood Action Strategy Resource Library, including the development of tools that will serve as a resource to all Hamilton neighbourhoods that want to engage, plan and implement a neighbourhood action planning process.

Oversee the development and implementation of an evaluation framework and monitoring tools for the action plans across all city departments, including methodology, analysis and report writing.

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. Post-secondary degree or diploma in the field of human services, project management, environmental or urban planning or equivalent combination of education/experience.
2. Demonstrated excellent inter-personal and facilitation skills with a citizen centered focus. Ability to work with a wide variety of people of diverse backgrounds and skill sets.
3. Comprehensive understanding of project management methodology.
4. Demonstrated ability to develop and manage budgets, following all City of Hamilton policies and procedures.
5. Demonstrated effective supervisory skills providing work direction related to project delivery.
6. Proven organizational skills and the ability to work with very tight deadlines and competing priorities
7. Experienced in a computer environment. Working knowledge of Microsoft applications, (Word, Excel, Outlook, Power-Point)
8. Demonstrated written, verbal and visual communication and negotiation skills
9. Demonstrated success in the management of project charters, workplans, budgets, confidential land acquisition, personnel issues
10. Knowledge and/or experience with City of Hamilton departments and programs is considered an asset
11. Flexible work hours as many activities or meetings happen outside of normal working hours. Must be able to manage own transportation for attending meetings and events.