

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT **(HOUSING SERVICES DIVISION – INVESTMENT IN AFFORDABLE HOUSING SECTION – LOCATION – 350** **KING ST. E., SUITE 110)**

SENIOR PROJECT MANAGER, SPECIAL PROJECTS

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.

SUMMARY OF DUTIES

Reporting to the Program Manager, Investment in Affordable Housing (IAH), the Senior Project Manager, Special Projects will manage, lead, implement or collaborate on a range of special projects relating to the provision of affordable housing to vulnerable persons, with a focus on equity, diversity, inclusion, innovation, partnerships, and relationship building. The Senior Project Manager, Special Projects will be a strategic leader on a broad range of project related activities and programs that advance the goals of the Investment in Affordable Housing Section. The Senior Project Manager, Special Projects leads internal, multi-disciplinary, and community-based project teams with responsibility for projects relating to policy and program development, development and continuous improvement of business processes and practices, building Hamilton's capacity for affordable housing development, program evaluation and monitoring, research, communications support, and community outreach.

The Senior Project Manager, Special Projects will have a demonstrated understanding of the scope of the housing continuum within an equity, diversity, and inclusion framework, including the housing market, housing and homelessness programs and services, City programs and processes, community stakeholders, and the political context. The Senior Project Manager, Special Projects will have a record of strong project management, and community engagement and consultation experience. The Senior Project Manager, Special Projects will have a demonstrated record of strong leadership and guidance, customer focus, project management, business planning, quality assurance, financial management, team building, change management, initiative, and a commitment to results and continuous improvement.

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

GENERAL DUTIES

Develops, leads, coordinates, and manages innovative projects and programs that advance the goals and priorities of the Investment in Affordable Housing Section.

Leads and oversees diverse teams that include City staff, agencies and organizations across sectors, and disciplines to successfully complete projects relating to policy and program development, development and continuous improvement of business processes and practices, building Hamilton's capacity for affordable housing development, program evaluation and monitoring, research, communications support, and community outreach. Responsible for all aspects of project management.

Provides expert analysis and professional advice on program, project, and process management; client services with an equity, diversity, inclusion focus; business continuity; best practices and innovation; and program changes for a range of complex housing matters to senior-level divisional/departmental staff and other stakeholders and partners in a manner that respects and promotes equity, diversity, inclusion.

Provides leadership, collaboration and facilitation skills to support management, City staff and stakeholders to successfully develop and implement innovative special housing projects.

Represents the Housing Services Division and promotes housing interests at meetings and committees with the public, elected officials, consultants, developers, community partners, and other orders of government on issues relating to this position.

Provides expert analysis and advice on project management, business analysis, and a range of housing matters to senior-level divisional/departmental staff and other stakeholders and partners in a manner that respects and promotes equity, diversity, inclusion.

Monitors, tracks, and reports on approved budgets/funding in accordance with established requirements and procedures ensuring that project expenditures are within budget.

Prepares data, background and briefing notes in response to Council, senior staff, other governmental, media and public inquiries.

Prepares and presents reports to committee and Council, stakeholders, other staff and management, and Ministry officials on a variety of housing matters.

Provides people leadership, project management leadership, mentorship and supervision to Housing Services Division staff.

Prepares reporting to the provincial or federal government as required by program guidelines or related administration agreements.

Uses and builds on best practices and innovation to develop and deliver quality customer focused services in a timely and cost-effective manner.

Demonstrated record of leadership and guidance, technical competence, customer focus, innovation/creativity, team advocacy, and commitment to excellence.

Conducts strategic research, analyses, and strategic planning.

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. Previous related work experience normally acquired through the completion of a university degree in Business Administration, Public Administration, Political Science, Social Science, or similar discipline, or a combination of equivalent education and work experience in government and community services.
2. Demonstrated skill in business and strategic planning and analysis, experience in project management, policy development, program evaluation or process improvement is required. A professional credential in project management, planning, or business improvement is an asset.
3. Experience in and/or working knowledge of business continuity and contingency planning.
4. Demonstrated political acuity, diplomacy, negotiation skills, and ability to work with elected and senior government officials as well as senior staff.
5. A well-developed knowledge of City businesses, programs and services, provincial and federal governments and community organizations in the housing context.
6. Demonstrated problem-solving capacity.
7. Strong interpersonal skills demonstrated through managing successful projects tackling complex issues with multiple diverse stakeholders.
8. Demonstrated high proficiency in organizational and time management skills including the ability to work with tight deadlines and competing priorities.

- 9. Excellent verbal and written communication skills. Ability to write, develop, deliver reports and presentations.
- 10. Working knowledge of relevant software and computer programs including Microsoft Word, Excel and PowerPoint and other related programs.

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