

CITY OF HAMILTON

LAST REVISION – June 24, 2015

PUBLIC HEALTH SERVICES

(HEALTH PROTECTION DIVISION – HEALTH HAZARDS PROGRAM - LOCATION - 110 KING STREET WEST, 3RD FLOOR)

PROJECT MANAGER, AIR QUALITY - CUPE 1041

SUMMARY OF DUTIES

Reporting to the Manager, Health Hazards Program, the Project Manager is responsible for managing specific cross-divisional projects, specific Divisional team projects including continuous improvement projects and is accountable for ensuring that project management services are delivered through the effective and efficient use of financial and staff resources.

Managing projects in a variety of staff resource configurations, or working as a sole contributor, the Project Manager is accountable for ensuring that assigned projects are delivered with due consideration to the identification and control of project scope, schedule, cost and the management of associated risks. The Project Manager provides leadership, guidance, technical competence, innovative problem solving, and achieves results through effective teamwork.

The Project Manager uses a “best practices” approach in seeking new methods, systems, research and analysis to support continuous improvement in the delivery of services provided by Public Health Services.

The Project Manager investigates and recommends innovative/creative policies and business processes for improving organizational effectiveness and efficiency.

GENERAL DUTIES

Manage specific projects and investigative assignments such as business process reviews, process improvements or re-engineering, implementation of software to support re-designed business processes, cost-benefit analyses, benchmarking studies, assessment of service delivery compliance with legislated standards, accreditation, training and employee development program, department’s performance measurement and monitoring frameworks.

Defines and documents project requirements and develops the project charter, scope, deliverables, timelines, resource requirements, and identify project risks. Confirms and secures funding and commitment from the project sponsor, stakeholders and project team members.

Responsible for the project plan development and project resource planning along with the following:

- identification of project tasks
- estimated costs
- project schedules
- milestones and budget
- identification of project resources and skill requirements
- recruit project staff, coordinate and assign work
- determine allocation of financial resources to project tasks

Investigates, develops, recommends and implements policies and procedures that enhance organizational effectiveness and create a supportive work environment.

Promotes teamwork and provides direction to cross-divisional and cross-departmental teams, provides clearly defined goals and objectives, functions as a mentor to project staff, and provides advice to staff on project issues and problem resolution.

Directs multi-year departmental projects to improve operational efficiencies using technology, from the initial stages to final implementation.

Negotiates with vendors and contractors for supply of services.

Prepares oral and written presentations to management and Board of Health and report regularly on the status of projects, milestone achievement, fiscal status, change and risk management. Prepares recommendations and outlines preferred course of action.

Administers and monitors the budget for projects in accordance with established Corporate and Public Health Services' procedures, ensuring that project expenditures are within budgeted levels.

Conducts project evaluations. Evaluates project success and submits process improvement recommendations to Manager.

Identifies organizational problem areas and prepares background research. Prepares Requests for Information (RFI) and Requests for Proposals (RFP) to access external expertise when required. Prepares letters of agreement with external consultants and manages contracted work.

Provides professional consultation to the Manager as required. Acts on behalf of the Manager in his/her absence on the divisional management team and for other assignments as required.

Maintains professional competence in the discipline of project management.

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 by the Manager, which are directly related to the normal functions of the job as defined.

QUALIFICATIONS

1. Demonstrated competence in project management, process improvement, business planning, business analysis, fiscal management, performance measurement and evaluation, normally acquired through a degree in business, or public administration, or related experience or related discipline pertinent to the job functions combined with project management experience.
2. Excellent written and verbal communication skills, facilitation skills and presentation skills, a team leader and mentor possessing highly developed negotiation and conflict resolution skills.
3. Progressive experience in project management in a unionized public or private sector organization.
4. Experience in air quality and environmental health sector an asset. Experience in the implementation of public health technologies an asset.
5. Progressive work experience / knowledge in areas of technology and databases. Experience working with GIS applications is an asset.
6. Proven organizational skills and the ability to work with very tight deadlines and competing priorities.
7. Demonstrated ability to challenge, lead and inspire others to excel in an environment that fosters innovative approaches to problem-resolution.
8. Possesses a high level of personal integrity with a demonstrated record of supervisory experience providing work direction related to project delivery.

9. Must possess thorough knowledge of the current suite of Microsoft productivity tools, including PowerPoint, Excel and Word. Microsoft Project and web-based applications an asset.
10. Has a working knowledge of Ontario Public Health Standards and Programs specific to Health Protection Division.