

CITY OF HAMILTON

COMMUNITY & EMERGENCY SERVICES DEPARTMENT
(NEIGHBOURHOOD & COMMUNITY INITIATIVES DIVISION – COMMUNITY INITIATIVES SECTION – LOCATION
- LISTER BLOCK, 28 JAMES ST. NORTH, 5TH FLOOR)

PROJECT MANAGER, AGE-FRIENDLY CITY

SUMMARY OF DUTIES

Reporting to the Manager, Community Initiatives, the Project Manager, Age-Friendly City is responsible for the implementation of Hamilton's Plan for an Age-Friendly City, the coordination of the annual Hamilton Seniors of the Year Award Ceremony and ensuring a seniors lens is applied to City development and engagement processes. Working with the Seniors Advisory Committee and City of Hamilton staff, the project manager will lead community engagement activities, manage projects arising from the Age City Plan, and any future plans regarding seniors, plan events, write reports and liaise with multiple internal and external stakeholders.

The Project Manager will ensure the goals and objectives identified in the Age-Friendly Plan are coordinated, realized and reported, which include specific actions on housing, transportation, communications, health, safety, social participation and civic engagement for seniors. In addition, the Project Manager will run the Seniors of the Year Award, which involves partnership building, sponsorship, communications and strategic event planning.

GENERAL DUTIES

Demonstrated leadership, collaboration and negotiation skills required to work with professional, elected officials, community members and stakeholders to develop and implement clear and concrete projects.

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.

Manages all project components required to implement the Hamilton's Plan for an Age-Friendly City by working in collaboration with various City departments, staff, elected officials, committees and community stakeholders.

Coordinates the evaluation of the Age-Friendly Plan and reports on key achievements, including ensuring the progress made on the plan is tracked, understood, communicated appropriately with all stakeholders.

Coordinates the annual Hamilton Seniors of the Year Awards Ceremony, including; leading an organizing committee, sponsorship, engagement, nominations, selections, communications, budget management and overall program evaluation of the event.

Represents the City of Hamilton on various internal and external committees relating to seniors in Hamilton, such as the Seniors Advisory Committee, Hamilton Council on Aging and other related staff/community committees.

Networks with a variety of community partners and stakeholders relevant to project goals, and fosters any opportunity to advance the implementation of the Age-Friendly Plan with tact, purpose and determination.

Assists in the preparation of departmental responses and prepares reports on project issues that arise from Council, Senior Management Team, provincial and federal policy directives on seniors-related matter in Hamilton.

Implements an annual work plan to support the Age-Friendly Plan, which could include public education, progress reporting, presentations, community engagement and other related tasks and activities.

Stays ahead of research and information on best practices relating to seniors in other jurisdictions, and brings new ideas forward to ensure Hamilton continues to be an age-friendly city for seniors.

Contributes to divisional business and budget planning process and possess the ability to work independently as well as a team player.

Works in accordance with the provisions of applicable health and safety legislation, including 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 or College Diploma in Social Sciences, Health Sciences, Project Management, Humanities and / or equivalent combination of education and work experience.
2. Strong knowledge of seniors' needs, support services, policies and strategies is an asset.
3. Demonstrated considerable experience in project management, policy analysis and program development, including proven research and program evaluation skills.
4. Extensive and demonstrated leadership experience working with diverse groups including not-for profit social organizations, community groups, businesses, schools and other community stakeholders.
5. An understanding of the complexities that come when working with multi-stakeholders, and the ability to support others to achieve results. And the ability to relate well to a culturally diverse population.
6. Proven organizational and time management skills including the ability to work with tight deadlines and competing priorities.
7. Excellent communications and report writing skills. Ability to put together and make presentations that update overall project status, milestones, achievements, budget and risk management.
8. Working knowledge of relevant software and computer programs such as Microsoft productivity tools and related programs is essential.
9. Professional training or designation in areas such as project management, business analysis, process improvement, program evaluation and public engagement is an asset.
10. Flexible work hours are required, as many activities or meetings happen outside of normal working hours. Must be able to manage own transportation for attending meetings and events.