

CITY OF HAMILTON

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT (ECONOMIC DEVELOPMENT DIVISION – URBAN RENEWAL – LOCATION – 71 MAIN STREET WEST, 7TH FLOOR)

MANAGER, URBAN RENEWAL

OVERVIEW

Reporting to the Director of Economic Development, provides strategic leadership to a multi-functional workforce engaged in delivery of services to the public. Recommends broad policies and long range strategies in the delivery of services to meet mandated goals and objectives.

The position is accountable for urban renewal initiatives and Business Improvement Area affairs for relevant districts across the City. A primary goal of the division is to achieve renewal and regeneration throughout the areas of jurisdiction.

Accountable for establishing and achieving Divisional goals and objectives through the effective and efficient use of financial and staff resources. Uses a "best practices" approach in developing and delivering quality services in a timely and cost effective manner. Instills a customer service focus in the section.

Evaluates and reports on the section's service, financial, administrative and staff performance against internal and external benchmarks. Designs and implements strategies to improve effectiveness and efficiency. Sets above average standards and leads by example.

Possess a demonstrated record of strong leadership and guidance, customer focus, innovation/creativity, team advocacy, staff delegation, empowerment and staff development and are results oriented.

Possess a high level of personal integrity and are an excellent communicator.

RESPONSIBILITIES

You will assume lead accountability and responsibility for the Urban Renewal Division and delivery of the Urban Renewal Program and meet the growing needs of the residents and businesses of the City of Hamilton.

The Manager is accountable for ensuring the Urban Renewal Program is provided in accordance with City and Provincial guidelines with minimal disruption to the public and in the most effective and efficient manner consistent with the City of Hamilton Mission and Vision.

GENERAL DUTIES (INCLUDING, BUT NOT LIMITED)

Participate in strategic planning and direction of the Department as a member of the Division Management Team.

Lead an effective section management team, providing coaching and advice to optimize performance.

Oversee the development of annual capital/operating budget.

Ensure compliance with Provincial and Federal statutes and regulations and Municipal by-laws and policies.

Respond to various Corporate, community, Provincial or Federal proposals for service initiatives, changes or enhancements.

Provide professional consultation, including reports, to Council and its Committees.

Develop goals and objectives by developing a vision and initiating projects dealing with all policy issues, development issues and land negotiations in the downtown areas including the Business Improvement Areas (BIAs).

Act as the sole Corporate point-of-contact for all development in the downtowns and co-ordinates a multi-disciplinary team to proactively deal with issues and spark development.

Produce divisional strategies to encourage investment and revitalization.

Co-ordinate plans for downtown Business Improvement Areas.

Direct and manage the general administration of the work areas under his/her jurisdiction by developing and recommending new policies and procedures and monitoring existing ones to maximize utilization of Downtown Renewal resources.

Establish criteria and priorities for annual work program and performance measures. Prepare work schedules, assign duties to staff, establish priorities, conduct staff hiring, monitor and evaluate staff performance, discipline and train staff, as well as assist in developing staff to their full potential.

Implement customer service initiatives and create a customer focused culture.

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 major responsibilities of the job.

QUALIFICATIONS

1. Proven knowledge of Business Development, the Ontario Planning system including the approvals system, administration of loans and operations of Business Improvement Areas, normally acquired by a University Degree in a Business/Economics or related field and progressive senior management experience.
2. Highly developed analytical and business planning skills with a proven track record for long term visioning and big picture thinking.
3. Highly developed ability to articulate a vision, to lead and inspire others.
4. Highly effective leadership, facilitation, communication, interpersonal and organizational skills in a predominantly unionized environment.
5. Demonstrated ability to effectively manage a large multi-disciplinary staff in a results oriented environment.
6. Extensive experience in designing and delivering customer focused programs and services.
7. Extensive experience with financial statements, business plans, and development costs.
8. Proven ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
9. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the Division/Section.
10. Working knowledge of computer software applications.
11. Proven ability to effectively negotiate complex agreements and excellent facilitation skills in order to build consensus.