

# CITY OF HAMILTON

June 2023

**PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT**  
**(PLANNING DIVISION – COMMUNITY PLANNING – LOCATION – 71 MAIN ST. W., 4<sup>TH</sup> FLOOR)**

**MANAGER, SUSTAINABLE COMMUNITIES**

**JOB SUMMARY**

Reporting to the Director of Planning, this position is responsible for provides leadership to a multi-functional workforce engaged in strategic policy planning and growth management initiatives, including the co-ordination and leadership of Municipal Comprehensive Review (MCR) and Official Plan Updates and policy planning studies and requirements, and secondary plans and neighbourhood planning functions in the City of Hamilton. This position will provide leadership, guidance, technical competence, innovative problem solving, and will achieve results through effective teamwork.

The Manger is responsible for leading the City's land use policy planning initiatives and works closely with staff, management and community stakeholders to ensure that policy planning studies and initiatives conform to City and provincial government planning policy, plan for efficient and effective use of infrastructure and transportation and support the City's strategic Vision and corporate goals.

The Manger provides professional long range and strategic planning services related to secondary/neighbourhood planning by initiating and managing related programs and projects and by managing the review, preparation and implementation of secondary/neighbourhood plans.

The Manager ensures that policy, growth management and neighborhood/secondary planning studies are delivered in accordance with city policies and procedures and Provincial Legislation in a cost effective, efficient and timely manner using a "best practices" approach.

Assumes responsibility and accountability for the Sustainable Communities Section work program and ensures it meets the needs of corporate departments, community partners and residents of the City of Hamilton.

**GENERAL DUTIES**

Accountable for establishing and achieving Sectional goals and objectives, through co-ordination with other departments and community groups, and the effective and efficient use of financial and staff resources. Uses "best practice" approaches to maintain a focus on effective project management and innovative, integrated, corporate/community-level thinking among staff.

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

Provides professional planning advice, guidance, leadership, mentoring, and direction to planning and management staff in a multidisciplinary team including management staff of other City departments and external agencies on growth management planning, official plan policy and secondary/neighbourhood planning.

Leads an effective section staff team, providing coaching and advice to subordinates so as to optimize their professional and project performance.

Oversees, participates and manages the Division's responsibilities in the formulation of strategic service and program master plans for the corporation. Develops and maintains positive working relationships with other departments to efficiently achieve department objectives and project outcomes.

Oversees, facilitates and manages the preparation and updating of neighbourhood secondary plans and other community plan projects, cultural and natural heritage and urban design programs, including processes to solicit effective public input and participation.

Oversees, facilitates and manages community planning advisory groups and program delivery partnerships established by Council to implement the City's Official Plan.

Responsible for ensuring the delivery of the work plan in the most effective and efficient manner consistent with the City of Hamilton Strategic Plan, with particular emphasis on the implementation of sustainable community objectives.

Manages secondary/neighbourhood planning and land use planning policy functions in the City of Hamilton by providing direction and recommendations on:

- new corporate and departmental goals/policies related to land use and policy planning and ensuring integration and compliance with other corporate and departmental/divisional goals/policies and strategies.
- Research and implementation of best practices in land use planning and consultation approaches.
- short and long range secondary/neighbourhood planning related service goals and objectives based on the strategic direction of the organization and the department/division.
- Initiation, design and management of projects, work plans, schedules, establishing and monitoring priorities and timetables and determining the allocation of responsibilities to staff and consultants working on land use planning, policy development and broader strategic projects and programs.

Designs, manages and conducts research studies and prepares forecasts in support of strategic projects, community plans and partnership projects.

Participates in strategic and work program and annual capital and operating budget formulation for the Division. Develops goals and objectives for the Section to implement the Division's strategic plans, annual budgets and work programs.

Assists the Director of Planning in responding to various corporate, community, provincial or federal proposals for service initiatives, enhancements or the construction of new or expanded facilities.

Provides professional consultation and advice to Council and/or its committees.

Manages the general administration of the Section by developing, implementing and monitoring policies and procedures to optimize the use of resources.

Represents the City at provincial working group sessions on planning policy, growth management, and technical matters.

Fosters inter-governmental and inter-departmental and joint public / community partnerships and initiatives that support corporate policy planning and growth management objectives.

Liaises with external agencies, such as, neighbouring municipalities, Conservation Authorities and stakeholder groups.

Co-ordinates, prepares and presents evidence as expert witness at Quasi-Judicial Hearings e.g. OLT.

Oversees the capital budget of consultant projects and in particular the costs and timing of the projects.

Manages the design, development and maintenance of databases and preparation of statistical analyses as necessary to implement and sustain the work programs of the section and Planning Division.

Performs other duties as assigned which are directly related to the responsibilities of the position.

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.

## **QUALIFICATIONS**

1. A Bachelor's Degree in Urban and Regional Planning that would provide an in-depth technical understanding of current and new planning trends and requirements related to secondary/neighbourhood planning and provide the skills to translate the trends and requirements into practical policies and planning documents.
2. Extensive progressive experience (preference for a minimum of eight years) as a Registered Professional Planner that demonstrates responsible and diverse experience in land use planning, including the development of secondary/neighbourhood plans, studies and supporting policies. Familiarity and experience with demographic analysis for land budgeting and housing needs is an asset.
3. Must be a Registered Professional Planner.
4. Thorough knowledge and understanding of statutes, policies and by-laws affecting the work of the Section.
5. Possess a demonstrated record of strategic leadership, innovation/creativity, team and project management, staff delegation/development and results-oriented empowerment. Possess a high level of integrity and is an excellent communicator.
6. Strong capabilities for long-term visioning and strategic thinking.
7. Expert knowledge and understanding of Provincial Planning Legislation and regulations, including the Planning Act, Environmental Assessment Act, Heritage Act, Official Plan and Zoning By-law process, gained through practical experience.
8. Knowledge of Federal, Provincial and Municipal political and administrative decision-making procedures and processes.
9. Experience in project management including managing interdepartmental teams, multiple consultants and multiple research tasks.
10. Highly developed ability to articulate a vision to lead and inspire others.
11. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
12. Supervisory skills, usually obtained through the management of one or more full time staff for which all personnel issues, work task scheduling and monitoring duties are performed.
13. Excellent interpersonal skills, including written and verbal communications skills, with the ability to converse effectively with varying levels of staff including Councillors, representatives of other levels of government, senior management, peers, staff and the public. Excellent negotiation and mediation skills.
14. Excellent critical thinking, evaluation and analytical skills and the ability for long-term visioning and strategic thinking.

15. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers and the general public.
16. Ability to work independently and in a team setting and the ability to lead and train professional and technical team members.
17. Knowledge of collective bargaining processes.
18. Excellent organizational, time management skills and multi-tasking skills.

**SALARY:**

**Grade 8**

**HOURS:**

35 per week

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

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