

## CITY OF HAMILTON

### PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT

(PLANNING DIVISION – COMMUNITY PLANNING & GIS – LOCATION – 71 MAIN STREET WEST, 5<sup>TH</sup> FLOOR)

### SENIOR PROJECT MANAGER, SUSTAINABLE COMMUNITIES

#### SUMMARY OF DUTIES

Reporting to the Manager, Community Planning & GIS, the Senior Project Manager will provide leadership to subordinate staff in a multi-disciplinary team consisting of Planners, Planning Technicians, GIS Planners and Cartographic Technicians. Manages secondary plans and neighbourhood planning functions in the City of Hamilton and ensures the integration and coordination of secondary/neighbourhood planning related to corporate, departmental and community goals and objectives.

Accountable for ensuring that neighborhood/secondary planning studies are delivered in accordance with City Procedures and Policies and Provincial Legislation and in a cost effective, efficient and timely manner using a “best practices” approach.

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 including the design of land use and roadway patterns, the development of supporting Official Plan amendments and policies and consultation with appropriate internal and external stakeholders.

#### GENERAL DUTIES

Manages secondary/neighbourhood planning functions in the City of Hamilton by:

Developing and recommending new corporate and departmental goals/policies related to secondary and neighbourhood planning and ensuring integration and compliance with other corporate and departmental/divisional goals/policies including Neighbourhood Strategies.

Researching and implementing best practice secondary/neighbourhood planning and consultation approaches.

Developing short and long range secondary/neighbourhood planning related service goals and objectives based on the strategic direction of the organization and the department/division.

Initiating, designing and managing projects, work plans, schedules, establishing and monitoring priorities and timetables and determining the allocation of responsibilities to staff and consultants working on secondary/neighbourhood planning projects and programs.

Manages a team of professional and technical staff and consultants working on projects and initiatives related to secondary/neighbourhood planning by:

- Developing and managing work plans, establishing and changing priorities and timetables in response to changing resource and staffing conditions;
- Assigning and organizing responsibilities and interviewing and selecting staff;
- Developing Requests for Proposals, evaluating consultant submissions and recommending selection;
- Recommending the approval of consultant work plans and improvements;
- Monitoring and evaluating staff/consultant performance in carrying out project design, implementation and service delivery and initiating corrective/preventative discipline when appropriate;
- Establishing and monitoring service level indicators to enhance best practice service delivery levels and quality;

- Monitoring the operating and capital budgets
- Coaching and mentoring subordinate staff and consultants;
- Reviewing and submitting reports, to Council and its Committees, department and divisional staff, other departments and external agencies, consultants and the public; and
- Securing and maintaining appropriate training and resources for staff and consultants and providing career development opportunities/challenges when appropriate.

Oversees the development of Secondary Plans and studies including Official Plan amendments and related Zoning By-law amendments, urban design guidelines and other land use planning studies.

Manages extensive public consultation programs for various secondary plan and neighbourhood planning related projects.

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

Designs and implements strategies to ensure continuous feedback loops and to ensure public/external stakeholder input is considered and addressed in secondary/neighbourhood planning initiatives and projects and that the best outcomes for the City are attained.

Builds and fosters intergovernmental, interdepartmental and joint public/community partnerships and initiatives that support corporate and community secondary/neighbourhood planning objectives. Negotiates secondary/neighbourhood planning disputes and determines the most feasible City position/decision.

Represents the City on various special projects with other levels of government, other agencies and special interest groups. Leads and/or participates in community and special project stakeholder project teams to develop appropriate secondary/neighbourhood planning strategies, implementation requirements and continuous feedback loops.

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 secondary/neighbourhood planning.

Represents the City at public meetings, open houses and community stakeholder meetings with respect to secondary/neighbourhood planning issues. Participates in integrated planning initiatives.

Acts as a media spokesperson on secondary/neighbourhood planning related issues.

Directs, supervises, educates and trains subordinate staff.

Manages a team and facilitates professional development, mentoring, coaching and performance management of employees.

Oversees the production of cartographic and graphic products for internal and external clients including custom mapping, brochures, displays, and project reports for internal and external clients.

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

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) of 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.
3. Must be a Registered Professional Planner.
4. 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.
5. Knowledge of Federal, Provincial and Municipal political and administrative decision-making procedures and processes.
6. Experience in project management including managing interdepartmental teams, multiple consultants and multiple research tasks.
7. Highly developed ability to articulate a vision to lead and inspire others.
8. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
9. 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.
10. 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.
11. Excellent critical thinking, evaluation and analytical skills and the ability for long-term visioning and strategic thinking.
12. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers and the general public.
13. Ability to work independently and in a team setting and the ability to lead and train professional and technical team members.
14. Knowledge of collective bargaining process.
15. Excellent organizational, time management skills and multi-tasking skills.

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

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