

CITY OF HAMILTON

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT **(PLANNING DIVISION – CITY HALL, 71 MAIN ST. W.)**

DIRECTOR, PLANNING/CHIEF PLANNER

SUMMARY OF DUTIES

Reporting to the General Manager, Planning and Economic Development, provides strategic leadership, through subordinate management, 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.

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 Division.

Pursues continual improvements to ensure that residential, business, commercial, industrial and development sectors find themselves in a 'preferred' environment within the development application approval process recognizing municipal competition along with customer timeline and financial pressures.

Evaluates and reports on the Division'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.

Through the principles and objectives of "Leadership: The Hamilton Way", act and behave to demonstrate a record of strong leadership and guidance, customer focus, innovation / creativity, team building / team advocacy, staff delegation, empowerment and staff development and are results oriented.

Is a member of the Departmental Management Team providing strategic direction for the Department as a whole.

RESPONSIBILITIES

You will assume lead accountability and responsibility for the Planning Division and delivery of the Development and Community Planning Programs and meet the growing needs of the residents and businesses of the City of Hamilton.

Responsibilities will encompass the following jurisdictions:

- Community Planning and Geographic Information Systems;
- Urban Design
- Community Development
- Cultural Heritage and Natural Heritage Planning
- Development Planning
- Zoning By-law Reform, By-Law Administration and Interpretation
- Business Facilitation / 'One-stop Shopping'

The Director is accountable to the General Manager, Planning and Economic Development, for ensuring the Planning 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's and Department's Mission, Vision and Values.

GENERAL DUTIES

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

Lead an effective Division management team, providing coaching and advice to subordinate managers / supervisors to optimize performance.

Develop and monitor the annual Capital / Operating Budget for the Division.

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.

Implement customer service improvement initiatives and create a customer-focused culture.

Effectively manage the approved financial and manpower resources of the Division.

Provide professional planning advice and consultation, including reports, to Council and its Committees, the business community and the public.

Establish and complete goals and objectives and initiate projects dealing with community / secondary plans, neighbourhood planning, community development, urban design and architecture, cultural heritage planning, natural heritage planning, natural environment policy development / implementation, liaison with ESAIEG, Official Plan monitoring and enhancements, Intensification Monitoring Strategy / Policy development, Urban Design and Architecture Award Program, environment / heritage support, publications, business facilitation, Development Review Committee lead, review Approvals for Plans of Subdivision, Plans of Condominiums, Site Plans, Official Plan Amendments (OPAs), Zoning By-law Amendments, Part-Lot Control Exemptions, Cash-in-Lieu of Parking, Sign By-law Variances, Pits and Quarries, OPAs related to Development Applications, Committee of Adjustment: Application Review and Committee administration, landscaping / lighting plan / noise study approvals, comments on Ministry of Environment (MOE) Permits, administration / review of Records of Site Condition, street addressing / street names, new Zoning By-law Reform Program, Zoning By-law interpretations, Development kit / brochures for all Development processes.

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 Development resources and improve customer service.

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.

Provide strong Corporate leadership by developing strategies to attract and retain more businesses, increase employment opportunities, and financially improve the City's non-residential tax base.

Provide strategic advice and participate on numerous and various Corporate committees including chairing key committees to ensure financial growth, new development and to increase confidence in investment by the business community.

QUALIFICATIONS

1. Proven knowledge of urban and regional planning, corporate strategic planning, managerial principles, and municipal government administration normally acquired by a University Degree, preferably at a Master's level, in Urban or Regional Planning with progressive relevant work experience at a senior management level.

2. Full professional member in the Canadian Institute of Planners (MCIP) and a Registered Professional Planner (RPP).
3. Highly developed analytical and business planning skills with a proven track record for long-term visioning and big picture thinking.
4. Highly developed ability to articulate a vision, to lead and inspire others.
5. Highly effective leadership, facilitation, communication, interpersonal and organizational skills in a predominantly unionized environment.
6. Demonstrated mediation / dispute resolution and negotiation skills.
7. Demonstrated ability to effectively manage a large multi-disciplinary staff in a results-oriented environment.
8. Extensive experience in designing and delivering customer-focused programs and services.
9. Proven ability to deal effectively with elected officials, media, other levels of government, management, peers, staff and the general public.
10. Thorough knowledge of Planning Law, Planning Act, Municipal Act, Environmental Assessment Act, Provincial Policy Statements, Zoning By-Laws, Official Plans and Ontario Heritage Act.
11. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the Division.
12. Working knowledge of computer software applications.
13. Proven ability to effectively negotiate complex agreements and excellent facilitation skills in order to build consensus.
14. Must possess strong organizational and time management skills.
15. Possess a high level of personal integrity and is an excellent communicator.
16. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.

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