

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT (PLANNING – STRATEGIC SERVICES/SPECIAL PROJECTS DIVISION – LOCATION – 77 JAMES ST. N.)

MANAGER, STRATEGIC PROJECTS

SUMMARY OF DUTIES

Reporting to the Director, Strategic Services/Special Projects provides leadership to a multi-functional workforce engaged in the formulation of a new Official Plan and Zoning By-law, strategic plans and projects, together with other special projects for the corporation. Analyses, develops and implements long range strategies in community planning, infrastructure services and program policy to meet mandated goals and objectives.

You will assume responsibility and accountability for the Strategic Projects Section work program and meet 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.

Oversees, participates and manages the Division’s responsibilities in the formulation of strategic services 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, updating and administration of the comprehensive Official Plan policies and Zoning By-law regulations, and other community plan projects, 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 and Vision 2020 objectives.

Responsible for ensuring the delivery of the work plan in the most effective and efficient manner consistent with the City of Hamilton Mission and Vision, with particular emphasis on the implementation of Vision 2020 sustainable community objectives.

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.

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

Undertakes special studies and reports on specific and City-wide issues.

Undertakes various presentations on work to senior management staff, council, stakeholders and public.

Attends and provides evidence to the Ontario Municipal Board.

Assists the Director, Strategic Services/special Projects Division 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.

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 Strategic Services/Special Projects Division.

Ensures that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

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 responsibilities of the position.

QUALIFICATIONS

1. Progressively responsible management experience, apply knowledge and theories of policy/strategic planning normally acquired by University degree in urban or regional policy/strategic planning and considerable experience in a senior management position degree or an equivalent combination of education and relevant work experience.
2. Full professional membership in the Canadian Institute of Planners.
3. Thorough knowledge and understanding of statutes, policies and by-laws affecting the work of the Section.
4. 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.
5. Strong capabilities for long-term visioning and strategic thinking.
6. Ability to lead and inspire others within and outside the corporation.
7. Excellent interpersonal skills and ability to deal with elected officials, community organisations, representatives of other levels of government, corporate management, peers, staff and the general public.
8. Ability to proactively identify and implement customer service initiatives.
9. Computer literacy in electronic mail, Internet, word processing, spreadsheet and presentation software applications.
10. Excellent written and communication skills, negotiation/mediation skills.

11. Ability to work independently and in a team setting.