

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT **(GENERAL MANAGER'S OFFICE – LOCATION – 77 JAMES ST. N., SUITE 400)**

SENIOR ADVISOR WEST HARBOUR WATERFRONT PROJECT

OVERVIEW

Reporting to the General Manager of Planning and Economic Development, provides strategic direction and policy advice in response to the multi-functional needs of the Department and the Corporation. Delivers policy recommendations and contributes to the development of both short-term and long-range strategies in the delivery of services to meet the goals and objectives of the Corporate Strategic Plan as these relate to the Planning and Economic Development Department.

Reviews and assesses all new changes in Provincial and Federal legislation and funding opportunities that may have an impact or benefit to the Department's various businesses.

GENERAL & SPECIFIC DUTIES (INCLUDING, BUT NOT LIMITED TO)

Provides senior level policy support to the General Manager to enable informed decision making on Corporate direction and to provide context for planning and resource deployment.

Plans, develops, implements and monitors strategic directions for the successful management and delivery of policy initiatives impacting the Department's municipal service delivery.

Undertakes complex, sensitive research and investigations, analyses complex policy development and delivery issues and risks, including identifying and resolving emerging issues, risks and trends impacting on the successful achievement of key business objectives, policy initiatives and operational program imperatives.

Provides expert and authoritative advice and innovative policy/program options and solutions to highly complex and sensitive issues to the General Manager and the Department's senior management and key community stakeholders on the policy and strategic implications of Corporate initiatives.

Assists the General Manager and Director of Economic Development and Real Estate with the development and delivery of the Economic Development/Business Development Strategy Plan and with National/International Business attraction.

Reviews and assesses all new/changes in Provincial and Federal legislation and funding opportunities that may have impact or benefit to the City.

Provides a key intergovernmental relations lead on behalf of the City with Provincial Ministries, Premier's Office and Federal government regarding policy improvement and funding opportunities.

Assists the General Manager to drive and support the City's economic development agenda throughout all of the Department's Divisions.

Fosters coalitions for growth and development initiatives (local, regional, national, international).

Be an ambassador on behalf of the Department's Economic Development Program and other initiatives working towards an improved and effective business environment in Hamilton.

Assists the General Manager in expediting major investments on development projects critical to the City's economic goals.

Acts as a liaison between the General Manager's Office and the business community.

Co-ordinates areas of interest between Hamilton's business community, the Mayor's Office, the Department's Divisions and City Departments.

Liaison with the Chambers of Commerce, Hamilton-Halton Homebuilders Association, McMaster/Mohawk and Health Sciences.

Provide policy research and advice to the General Manager on matters affecting good planning, economic development and the needs of the business and investment community.

Assist the General Manager in implementing and monitoring strategic action plans across the Department related to the City's Strategic Plan.

Assist the General Manager in thorough review and analysis of all new policy reports emanating from the Department's Divisions and reports tabled for discussion at the Corporate Senior Management Team; providing advice to the General Manager on issues or need for strategic policy improvements.

Co-ordinate, administer, prepare reports and present results on operational reviews of Divisions as directed by Council or the General Manager with regular reporting and analysis provided to the General Manager.

Interprets policy frameworks and provides authoritative and strategic advice to Senior Management and Council.

Pro-actively builds and maintains positive relationships with key stakeholders and develops options for implementing innovative strategies.

Prepares and presents detailed, comprehensive reports and Committee submissions on policy issues/policy options.

Leads interactive and consultative processes with appropriate stakeholders and government agencies in promoting and achieving Corporate objectives and goals.

Leads interactive and consultative processes with the Department's Senior Management Team in the development and implementation of the Department Strategic Plan.

Assists the General Manager in monitoring the operations and projects within the Department to ensure service quality, service efficiencies and cost effective and timely delivery of services.

Participates on cross departmental teams, and regularly acts as Corporate advocate, in discussions on policy issues.

Responds to issues and queries raised by Council, Corporate management and the public.

Develops work plans and Corporate strategies to achieve the desired levels of services in an efficient and equitable manner.

Provides benefit/cost analysis on a variety of Corporate initiatives and develops recommendations for Committee consideration.

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 that are directly related to this position.

QUALIFICATIONS

1. Post secondary education in a professional discipline pertinent to the job functions combined with relevant business administration and government experience normally acquired through the completion of a University Degree in Business Administration, Commerce or Economics and/or an equivalent combination of education and related work experience.
2. Highly developed analytical and business planning skills with a proven track record for long-term visioning and big picture thinking.
3. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
4. Experienced in designing and delivering customer focused policies, programs and services.
5. Demonstrated ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
6. General knowledge and understanding of statutes, regulations and by-laws affecting the Department.
7. Highly developed research, conceptual and analytical skills demonstrated by the resolution of complex policy issues including the ability to identify and analyze emerging issues and trends.
8. Current and detailed understanding of the policy environment and government operations.
9. Proven ability to contribute meaningfully to the strategic and business planning processes and direction of the organization.

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