

## CITY OF HAMILTON

### PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT (GENERAL MANAGER'S OFFICE – CITY HALL, 71 MAIN ST. W.)

#### SENIOR PROJECT MANAGER – CLIMATE CHANGE INITIATIVES AND PROGRAMS

##### SUMMARY OF DUTIES

Reporting to the Director Climate Change Initiatives, the Senior Project Manager (SPM) will lead, co-ordinate and manage a broad range of project-related activities and programs that will result in significant value for division, internal and external clients, and the community. The SPM will provide leadership on project teams towards the development, delivery, and evaluation of projects related to air quality and health. The SPM develops, recommends and provides professional advice with respect to process management, quality assurance, business continuity, financial management and program changes of a complex nature related to air quality programming and the strategic objectives related to projects for the section. The SPM manages, facilitates and coordinates projects, studies, public consultation and communication aimed at advancing the work and mandate of the division.

##### GENERAL DUTIES

Identifies and manages all aspects of air quality projects for PHS. Confirms and secures funding and commitment from the project sponsor, stakeholders and project team members.

Ensures the successful delivery of end-to-end projects for the Climate Initiatives Division.

Takes a leadership and advisory role in strategic projects and program reviews, business case development, quality assurance, business planning, client relationship management and mentoring of other team members.

Manages changes that impact the project and proposes strategies to the client for resolution.

Manages and leads a multidisciplinary team assigned to develop and implement action plans linked to strategic goals of division related to air quality.

Researches and assesses industry and government trends, best practices and impending legislation. Seeks opportunities to align with national and/or international standards.

Develops and maintains relationships with division stakeholders and supports the director to identify and develop new opportunities.

Develops and promotes a culture of continuous improvement.

Prepares reports and correspondence and makes presentations to senior management, Council standing committees and the general public.

Establishes, maintains and liaises with a network of municipal contacts, and continually liaises with other Divisions, Departments and Provincial Ministries.

Facilitates public meetings, stakeholder consultation, focus groups, and internal project meetings and/or sessions.

Ensures that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties.

## Job Description #: 6401

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, and recommends appropriate action for those employees who demonstrate non-compliance.

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

### **QUALIFICATIONS**

1. Extensive demonstrated knowledge of environmental health and air quality programs normally acquired by the successful completion of a University degree in Health or Environmental Studies or an equivalent combination of related education and work experience.
2. Working knowledge of the Ontario air quality legislation and Ontario Public Health Standards as they relate to air quality, and the Health Protection and Promotion Act, Regulations and Standards there under.
3. Demonstrated ability to effectively manage and motivate a multi-disciplinary staff in a results-oriented and unionized workforce. Ability to foster a co-operative and engaged team environment.
4. Demonstrated program planning, implementation and evaluation skills.
5. Possess a high level of personal integrity and be an excellent communicator. Highly proficient facilitation, public relation and presentation skills.
6. Possess a demonstrated record of strong leadership and guidance, technical competence, customer focus, innovation, team advocacy, staff delegation and empowerment, and be committed to excellence. Strong negotiation and problem solving skills.
7. Must possess strong project management, time management, and conflict resolution skills.
8. The SPM will have a demonstrated record of strong leadership and guidance, technical competence, customer focus, project management, business planning, quality assurance, financial management, strategic vision, team building, change management, self-motivation and commitment to results.
9. A high level of personal integrity and motivation, and excellent written and verbal communication skills are required.
10. Working knowledge of computer software applications (Microsoft Office XP, Word, Excel, Access and Power Point).
11. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.
12. Knowledge of budget process and budget control.
13. Must have a valid Class 'G' driver's licence valid in the Province of Ontario and be able to maintain same.
14. Provision of a car by individual for use on the job.
15. Must be flexible in work schedules and available to work evenings or weekends as needed.

**THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.**

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

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