

CITY OF HAMILTON

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT **(LOCATION – CITY HALL, 71 MAIN STREET, 7TH FLOOR)**

SENIOR CONSULTANT – WEST HARBOUR DISPOSITION STRATEGY

OVERVIEW

Reporting to the Senior Advisor, Planning & Economic Development, the Senior Project Manager – West Harbour Disposition Strategy, will lead and co-ordinate the development of an open, transparent, and public process by which the City of Hamilton will dispose of identified city-owned lands within the West Harbour area, with the objective of facilitating private-sector investment by the year 2018. This position will assist in the administration and coordination of functions related to real estate assets, appraisals, leasing, acquisition and disposition of properties, site improvements, environmental audits and property management.

With a demonstrated understanding of the scope and strategic importance of the City's West Harbour Re-Development Plan, the Senior Project Manager will combine experience in Community or Development Planning, Real Estate, Economic Development, or other related disciplines, with a solid track-record of strong project management and community engagement skills obtained by leading complex projects.

A key member of the multi-disciplinary Staff team responsible for implementing the overall West Harbour Re-Development Plan, the Senior Project Manager will be expected to spearhead a unique collaborative and consultative approach to the Disposition Strategy for these strategic City assets. Proficient in engaging and balancing a variety of internal and external stakeholders including Senior Management Team, Council, internal staff, and the broader community, the Senior Project Manager must be able to show a demonstrated record of strong leadership, customer focus, self-motivation, and a commitment to results.

GENERAL DUTIES

Research, design, initiate, and manages, an open and transparent public process for the disposition of City-owned real estate assets within the West Harbour Re-Development area, with the goal of creating private-sector financial investment by the year 2018.

Develops project plans, work break-down structures, and project resource plans including the identification of tasks, estimated costs, project schedules, milestones, and all project team assignments.

Directly initiates and manages an external team of professional consultants as well as collects, compiles, analyzes and interprets data, identifies and evaluates alternatives, formulates conclusions and recommendations, for final consideration by Corporate Project Team and Senior Management Team.

Responsible for ensuring a community development and engagement approach, as well as broad-based industry participation, is achieved throughout the public disposition process.

Facilitates, individually or as a broader Staff Team, public meetings, stakeholder consultation, focus groups, and/or internal project meeting sessions.

Makes proactive presentations to stakeholder and broad-based community groups to communicate the objectives, status, and key milestones of the public disposition process.

Receives and answers inquiries from the Corporate Project team, inter-departmental City staff, Senior Management Team, elected officials, as well as the general public, with respect to the public disposition process.

Thinks creatively and using a variety of techniques, demonstrates an understanding, communicates, and finds solutions to the unique balance between the City as an agent of public policy development and implementation, with its goal of disposing of City-owned assets to generate private-sector investment by 2018.

Develops and maintains relationships with the broad inter-departmental and multidisciplinary staff teams involved in the West Harbour Waterfront Re-Development Plan.

Develops and maintains project budgets, schedules and other planning tools including preparation of regular status reports for Departmental Management Team.

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

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. Proven knowledge and experience in real estate, economic development, development financing, urban renewal, community development, and marketing normally acquired through the completion of a University Degree in Land Use Planning, Business, Economic Development, Real Estate, Public Administration, or related discipline pertinent to job functions, discipline or a combination of a Community College Diploma combined with a minimum 5 years relevant business or government experience.
2. Extensive project management experience leading multi-disciplinary teams, preferably in the area of community planning, development planning, real estate, or land development.
3. Working knowledge and experience in real estate or land development planning, phasing, the development application process, and/or portfolio management with a working knowledge of development application processes.
4. Demonstrated experience in the development and implementation of a variety of effective community and stakeholder consultation and engagement strategies.
5. A high level of skill in research, problem solving, verbal and written communications, and interpersonal relations, and the ability to express ideas effectively through formal and informal presentations.
6. Demonstrated ability to deal effectively and collaboratively with elected officials, business and community stakeholders, management, peers, and the general public.
7. Excellent organizational, time management and multi-tasking skills.
8. Strong computer skills. Must possess thorough knowledge of the current suite of Microsoft productivity tools, including PowerPoint, Excel and Word.
9. Must be able to work evenings and weekends as required.

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