

CITY OF HAMILTON

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

SENIOR DEVELOPMENT CONSULTANT – STRATEGIC DEVELOPMENT INITIATIVES

OVERVIEW

Reporting to the Manager, Real Estate, the Senior Consultant – Strategic Development Initiatives leads and coordinates the activities of assigned strategic development initiatives having client focussed and/or city-wide considerations. A key member of the Strategic Development Initiatives team, projects and initiative managed by the Senior Consultant will involve multi-disciplinary staff and outside consulting teams operating in a highly collaborative and consultative manner. Projects may be initiated as a result of interests expressed by members of Council, Senior Staff, and any number of external organizations. The Senior Consultant is 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 Consultant will combine experience in Community or Development Planning, Real Estate, Economic Development, Affordable Housing, 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 strategic development initiatives, the Senior Consultant will be expected to spearhead a unique collaborative and consultative approach to the development strategy for 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 Consultant must be able to show a demonstrated record of strong leadership, customer focus, self-motivation, and a commitment to results.

GENERAL DUTIES

Participate in identifying strategic development opportunities in the areas of affordable housing, corporate asset redevelopment, precinct reimagining.

Prepare complex funding proposals to other levels of government, external agencies and community partners as appropriate.

Develop 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 initiate identification, selection, and management of external teams of professional consultants.

Collect, compile, analyze and interpret data, identify and evaluate alternatives, formulate conclusions and recommendations, for consideration by the Team and/or Senior Leadership

Research, develop and implements various techniques, acquisition/disposition strategies, and/or procurement methodologies for exposing opportunities to the market place, and evaluate submissions and recommend/approve selection, as appropriate

Ensures a community development and engagement approach, as well as broad-based industry participation, is achieved throughout disposition processes.

Build and foster interdepartmental, intergovernmental and joint public/community partnerships and initiatives that support corporate and departmental related objectives. Negotiate, manage and approve joint service/partnership agreements

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 teams, 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 strategic development initiatives.

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, affordable housing, 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 considerable 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.

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