

CITY OF HAMILTON

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

SENIOR DEVELOPMENT CONSULTANT – MUNICIPAL LAND DEVELOPMENT **(PERMANENT FULL TIME POSITION)**

OVERVIEW

Reporting to the Manager, Municipal Land Development Office, the Senior Development Consultant will lead the overall strategy to leverage a portfolio of City-owned land assets, for the purpose of developing new affordable housing projects, with an emphasis on creating further partnerships with not-for-profit or private sector development and housing providers. This position will lead in the administration and coordination of functions related to the disposition of properties, site improvements, and partnership contract execution, with an emphasis on the City's long-term affordable housing objectives.

With a demonstrated understanding of the scope of the City's the City's Housing Sustainability and Investment Roadmap and the 2022-2026 City Council priorities including increasing housing units for all and reduce homelessness, the Senior Development 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.

As a key member of the multi-disciplinary Staff team, the Senior Development Consultant will also be expected to spearhead a unique collaborative and consultative approach to the disposition of these strategic City assets. This position requires a proficiency in engaging and balancing a variety of internal and external stakeholders including Senior Leadership Team, City Council, internal staff, and the broader community, and as a result, this position requires a demonstrated record of strong leadership, 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.

Develop project and resource plans including the identification of tasks, project schedules, milestones, team assignments, as well as develops and maintains project budgets, including preparation of regular status reports.

Thinking 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 as well as project execution, with the goal of leveraging City-owned assets to achieve the City's affordable housing objectives.

Research, develop and implement acquisition/disposition strategies and/or procurement methodologies for a variety of development opportunities, as well as lead the evaluation process, and recommend/approve appropriate action.

Ensures a community development and engagement approach, as well as broad-based industry participation, is achieved throughout the disposition processes by facilitating public meetings, stakeholder consultation, focus groups, and/or internal project meeting sessions.

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

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.

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.
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.

SALARY:

Salary Grade 7

HOURS:

35 per week

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