

CITY OF HAMILTON

(PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT – PLANNING DIVISION – SUSTAINABLE COMMUNITIES SECTION - LOCATION – CITY HALL, 71 MAIN ST. W., 4th FLOOR)

SENIOR PROGRAM COORDINATOR – BIODIVERSITY ACTION PLAN

SUMMARY OF DUTIES

Reporting to the Manager of Sustainable Communities, the Senior Program Coordinator, Biodiversity Action Plan is responsible for the planning, development, coordination and execution of Planning related items within the City of Hamilton's Biodiversity Action Plan. The Senior Program Coordinator will lead the development, implementation, and evaluation of biodiversity initiatives, programs, and projects aimed at enhancing ecological health and sustainability within the Planning Division in alignment with the Biodiversity Action Plan. This role will develop Planning policies, including Official Plan Policies, and strategies that support native species conservation, habitat restoration, pollinator-friendly environments, and climate resilience.

GENERAL DUTIES

Acts as the lead for the Planning Division on the Biodiversity Action Plan and other ecological projects and new initiatives, including developing new Official Plan policies. Engages in the full variety of natural heritage programs and initiatives within Planning.

Monitors, reviews, and updates the work plans in the Biodiversity Action Plan relative to current conditions and best practices. Recommends programs, service levels, performance standards, key performance indicators and revisions to the Planning leadership team.

Collaborates with community partners to coordinate the development of sustainable governance, funding, and operational frameworks to support ongoing implementation of the Biodiversity Action Plan. Provides community-wide coordination of the Biodiversity Action Plan until sustainable frameworks are in place.

Assists in the preparation of the Planning Division's contribution to the Biodiversity Action Plan that ensures efficient and effective utilization of resources in service delivery.

Responsible for the preparation of written or oral reports/presentations to both internal and external partners.

Monitors, analyzes, manages and reports performance data to ensure that Planning objectives in the Biodiversity Action Plan are achieved. Makes recommendations for key performance indicators to demonstrate successful implementation of the Biodiversity Action Plan.

Monitors and assesses the impact of Planning policies, bylaws, programs, and projects, ensuring they align with best practices, regulatory requirements, and the City's environmental and sustainability goals. Provides recommendations for continuous improvement and develops new policy documents that integrate ecological principles into Planning operations. Manages and responds to changing conditions, demands and regulations.

Conducts regular reviews of all applicable laws, regulations, policies, and procedures to ensure ongoing compliance.

Assists in establishing and maintaining program schedules to ensure timely, effective, and efficient delivery of services, programs, and initiatives in alignment with the Biodiversity Action Plan.

Represents the Planning Division on Divisional, Departmental or Community Committees as required and/or working/support groups as assigned. Liaises with partner groups in the community to build effective working relationships.

Maintains appropriate customer service to maintain a high level of integrity and professionalism in the Divisional customer relations.

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 which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Demonstrated experience and knowledge of the theories and practices of maintenance and land management with related administrative experience acquired through a University/College degree/diploma in Land Use Planning, Ecology, or a directly related field. Experience with both terrestrial and / or aquatic environments as well as forestry would be an asset.
2. Demonstrated competency in successfully managing a diverse portfolio of operations maintenance programs.
3. Ability to effectively communicate and collaborate with elected officials, management, peers, staff, contractors, internal and external partners, and the general public in both written and verbal form.
4. Demonstrated commitment to continuous learning to maintain current knowledge of legislation, issues, technologies, and best practices related to biodiversity and Divisional operations.
5. Demonstrated experience in developing budget estimates.
6. Experience in evaluating programs and services against legislative and policy requirements and developing recommendations for consideration.
7. Must possess initiative, good judgement, excellent interpersonal and organizational skills, demonstrated tact and professionalism.
8. Highly effective facilitation, communication, presentation, interpersonal and organizational skills.
9. A good understanding of the Planning Act, tribunal processes, providing professional opinions at hearings gained through practical experience. General knowledge and understanding of other statutes, regulations and by-laws affecting the Planning Division.
10. Working knowledge and competence in Microsoft Office (Word, Excel, PowerPoint, and Outlook) with preference given to those with competence with GIS and planning, permitting, licensing software.
11. Experience and the ability to organize and prioritize multiple tasks/assignments in order to meet deadlines, and control/monitor financial requirements of the job. Experience, training or qualifications in Project Management would be an asset.
12. Demonstrated ability to work independently and in a team environment.
13. Demonstrated knowledge of Health and Safety Act and applicable regulations as it relates to the position.