

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT **(PLANNING DIVISION – 71 MAIN ST. W.)**

SENIOR PROJECT MANAGER, POLICY PLANNING AND MUNICIPAL COMPREHENSIVE REVIEW

SUMMARY OF DUTIES

Reporting to the Manager of Sustainable Communities, this position is responsible for strategic policy planning and growth management initiatives, including the co-ordination and leadership of Municipal Comprehensive Review (MCR) and Official Plan Updates and policy planning studies and requirements. As the Policy Planning Team Leader the Senior Project Manager will work closely with staff, management and community stakeholders to ensure that policy planning studies and initiatives conform to City and provincial government planning policy, plan for efficient and effective use of infrastructure and transportation, and support the City's strategic Vision and corporate goals. The Senior Project Manager will plan and undertake community consultation. This position will provide leadership, guidance, technical competence, innovative problem solving, and will achieve results through effective teamwork.

GENERAL DUTIES

On a corporate wide basis, manages and coordinates strategic planning policy initiatives by:

- Making recommendations to Council on complex and strategic matters related to the long-term growth and development of the City, requiring the weighing of multiple factors and implications relating to financial, environmental, social and other impacts.
- Coordinating various projects being undertaken by various Divisions and Departments that have a direct relationship with growth planning and other policy planning matters (i.e., update of Master Plans, strategic initiatives etc.) to ensure a coordinated approach is taken.
- Arranging, and/or chairing interdepartmental working group(s); and,
- Representing the Planning Division at various Senior Management team meetings

Oversees updates to the Urban and Rural Hamilton Official Plans to ensure conformity with Provincial Plans and the growth management strategy using a multi-disciplinary team approach.

Develops and manages work plans, establishing and responding to changing priorities and timetables.

Develops Requests for Proposals to hire external consultants to undertake various policy planning related projects:

- evaluating consultant submissions and recommending selection.
- recommending the approval of consultant work plans and improvements.
- monitoring and evaluating staff/consultant performance in carrying out the project; and,
- ensuring projects are delivered on time and on budget.

Oversees the capital budget of consultant projects and in particular the costs and timing of the projects.

Designs and implements:

- strategies to ensure continuous feedback loops from internal and external departments and agencies; and
- extensive public consultation events and activities to ensure public/external stakeholder input is considered and addressed in the complex studies related to long term planning and growth management, policy and strategic land use planning matters.

Represents the City at provincial working group sessions on planning policy, growth management, and technical matters.

Fosters inter-governmental and inter-departmental and joint public / community partnerships and initiatives that support corporate policy planning and growth management objectives.

Receives and answers inquiries of a technical nature from public, staff, other departments, council, municipal and government agencies.

Liaises with external agencies, such as, neighbouring municipalities, Conservation Authorities and stakeholder groups.

Prepares and presents reports to Committees of Council, the public, and stakeholder groups.

Provides professional planning advice, guidance, leadership, mentoring, and direction to planning and management staff in a multidisciplinary team including management staff of other City departments and external agencies on growth management planning and official plan policy.

Manages a team and facilitates professional development, mentoring, coaching and performance management of employees.

Acts as a media spokesperson on growth management, policy planning and long range planning related issues.

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. Honours Degree in Land Use Planning or a directly related field.
2. Extensive experience as a Registered Professional Planner that demonstrates progressive, responsible and diverse experience in land use planning is required, A minimum of eight (8) years of experience is preferred. Familiarity and experience with demographic analysis for land budgeting and housing needs is an asset.
3. Experience in project management including managing interdepartmental teams, multiple consultants and multiple research tasks
4. Experience in preparing and undertaking public engagement/consultation events, including documentation on the comments received and actions stemming from public input
5. Full membership in the Ontario Professional Planners Institute and/or Canadian Institute of Planners.
6. Thorough knowledge and understanding of the principles and practices of growth planning, municipal and provincial land use planning, and planning legislation including the Planning Act and Environmental Assessment Act
7. Working knowledge and understanding of practices, legislation and processes of municipal strategic plans for land use
8. Supervisory skills, usually obtained through the management of one or more full time staff for which all personnel issues, work task scheduling and monitoring duties are performed

9. Literacy and functional skill in standard office computing, including electronic mail, word processing, spreadsheet and presentation software
10. Excellent written and verbal communication skills
11. Negotiation, mediation and dispute resolution skills usually obtained through relevant experience and/or professional development training
12. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers and the general public
13. Excellent critical thinking, evaluation and analytical skills and the ability for long-term visioning and strategic thinking
14. Excellent organizational, time management skills and multi-tasking skills

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

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