

# CITY OF HAMILTON

## PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT (ECONOMIC DEVELOPMENT DIVISION – LOCATION – 71 MAIN STREET WEST, 7<sup>TH</sup> FLOOR)

### SENIOR PROJECT MANAGER, URBAN RENEWAL

#### SUMMARY OF DUTIES

Reporting to the Manager Urban Renewal, the Senior Project Manager (SPM) supports strategic directions through project management, integration and coordination of Urban Renewal planning functions as they relate to departmental goals and objectives in the City of Hamilton. Provides professional long range and strategic planning services by initiating and managing related programs and projects and by managing the review, preparation and implementation of Community Improvement Plans. Includes administration of the ERASE brownfields program, the design of special projects, the development of strategies to enhance downtown revitalization, and consultation with appropriate internal and external stakeholders. Aids in the preparation of sectional reports identifying how the operation performed against established benchmarks related to services, financial, administration and staff performance.

#### GENERAL DUTIES

Manages Urban Renewal projects in the City of Hamilton by:

- Developing and recommending new projects to achieve goals/policies related to the Economic Development Action Plan and Strategy;
- Assisting the Manager with strategic and long-term planning activities based on research and analysis of City of Hamilton initiatives, community needs, Provincial initiatives and legislative requirements;
- Evaluate and administer applications for the City's brownfield financial incentive programs;
- Researching and implementing best practices in urban renewal approaches;
- Developing short and long range urban renewal planning related service goals and objectives based on the strategic direction of the organization and the department/division;
- Initiating, designing and managing projects, work plans, schedules, establishing and monitoring priorities and timetables and determining the allocation of responsibilities to staff and consultants working on urban renewal projects and programs;
- Responding to inquiries from public, staff, elected officials, other departments, outside agencies and developers;
- Interpreting legislation and Provincial policy such as the Planning Act;
- Developing and managing work plans, establishing and changing priorities and timetables in response to changing resource conditions;
- Developing Requests for Proposals, evaluating consultant submissions and recommending selection;
- Recommending the approval of consultant work plans and improvements;
- Monitoring and evaluating consultant performance in carrying out project design, implementation and service delivery and initiating corrective/preventative discipline when appropriate;
- Establishing and monitoring service level indicators to enhance best practice service delivery levels and quality;
- Monitoring the operating and capital budgets;
- Coaching and mentoring subordinate staff and consultants as related to projects under the SPM's duties;
- Reviewing and submitting reports, to Council and its Committees, department and divisional staff, other departments and external agencies, consultants and the public;
- Managing public consultation programs for various urban renewal strategy-related projects and studies;
- Representing the City on various special projects with other levels of government, other agencies and special interest groups. Leading and/or participating in community and special project stakeholder project teams;
- Providing professional advice to Economic Development staff and other City departments and external agencies on Urban Renewal projects and plans;
- Performing other duties as assigned which are directly related to the major responsibilities of the job.

- Working 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. A Bachelor’s Degree in Urban and Regional Planning or a related discipline that would provide an in-depth technical understanding of current and new planning trends and requirements related to secondary/neighbourhood planning and provide the skills to translate the trends and requirements into practical policies and planning documents.
2. Progressively responsible and diverse experience in land use planning, including the development of community improvement plans and supporting policies.
3. Full Membership in the Canadian Institute of Planners (MCIP) and full member of the Ontario Professional Planners Institute (OPPI).
4. Thorough knowledge and understanding of Provincial statutes and regulations such as the Planning Act, Municipal Act, Environmental Assessment Act, Heritage Act, Official Plan and Zoning By-law. Knowledge of Federal, Provincial and Municipal political and administrative decision-making procedures and processes.
5. Excellent interpersonal skills, including written and verbal communications skills, with the ability to converse effectively with varying levels of staff including Councillors, representatives of other levels of government, senior management, peers, staff and the public. Excellent negotiation and mediation skills.
6. Excellent critical thinking, evaluation and analytical skills and the ability for long-term visioning and strategic thinking.
7. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
8. Ability to work independently and in a team setting.
9. Excellent organizational, time management skills and multi-tasking skills.
10. Knowledge of the Ontario Environment Protection Act (O. Reg 153/04) and experience in administering brownfield programs an asset.

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

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