

CITY OF HAMILTON

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT (ECONOMIC DEVELOPMENT DIVISION – URBAN RENEWAL – LOCATION – 71 MAIN STREET WEST, 5TH FLOOR)

SENIOR PROJECT MANAGER, IMMIGRATION PARTNERSHIP

SUMMARY OF DUTIES

Reporting to Manager, Business Investment & Sector Development, the Senior Project Manager, Immigration Partnership is responsible for providing strategic and operational leadership to the Hamilton Immigration Partnership Council (HIPC). The Senior Project Manager will work directly with key community partners, settlement agencies, government establishments and newcomers to Hamilton to realize the policy directions governing Local Immigration Partnerships (LIP) and the City of Hamilton's commitment to ensuring newcomers thrive successfully in the City. The Senior Project Manager will also advance public policy, partnership initiatives and community conversations that are informed by the needs and opportunities of newcomers to Hamilton, settlement agencies and various community organizations.

GENERAL DUTIES

Manages all program components to develop and implement the Hamilton Immigration Strategy, in partnership with the Hamilton Immigration Partnership Council (HIPC) and consistent with the funding requirements of the Immigration, Refugee and Citizenship Canada (IRCC), the program funder.

Leads the development of measurable goals, strategic objectives, operating budgets and annual work plans of HIPC, in alignment with the Local Immigration Partnership policy directions and key priorities.

Coordinates the evaluation of the Hamilton Immigration Strategy to meet program goals and objectives, ensuring continued program relevance to the needs and opportunities of newcomers and service providers in Hamilton.

Collaborates with other Local Immigration Partnerships across the Greater Toronto and Hamilton Area and raising the awareness of Hamilton Immigration Partnership Council strategic priorities, achievements and key initiatives.

Supports collaborative dialogues, focus groups and community conversations relating to the overall wellbeing of newcomers to Hamilton and the community service agencies that support newcomers .

Administers LIP funding agreements between the IRCC and the City of Hamilton, and ensuring quarterly reports and financial claims are completed in a timely manner. .

Prepares departmental responses and contributes to reports on immigration issues that arise from City Council, Senior Leadership Team, provincial and federal policy directives.

Provides leadership to program staff and volunteers to ensure personnel resources are motivated, feel supported and are clear on program goals and deliverables ..

Engages with IRCC staff at the local level and ensures HIPC program needs, key events and community initiatives are regularly shared with funders and other key community partners.

Fosters community conversations, workshops and focus groups that shed lights on current issues of newcomers, the needs of employers and key political advocacy work relevant to the municipal government establishment.

Performs other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. A University Degree or College Diploma in Social Sciences, Public Policy, Community Development and / or equivalent combination of education and work experience
2. Strong knowledge of newcomers' needs, support services, immigration policies and strategies
3. Considerable experience in project management, policy analysis and program development, including proven research and program evaluation skills.
4. Extensive and demonstrated leadership experience working with diverse groups including not-for profit social organizations, community groups, businesses, schools and other community stakeholders.
5. An understanding of the complexities that come when working with multi-stakeholders, and the ability to support others to achieve results. The ability to relate well to a culturally diverse population.
6. Proven organizational and time management skills including the ability to work with tight deadlines and competing priorities.
7. Excellent communications and report writing skills. Ability to put together and make presentations that update overall project status, milestones, achievements, budget and risk management.
8. Working knowledge of relevant software and computer programs such as Microsoft productivity tools and related programs is essential.
9. Professional training or designation in areas such as project management, business analysis, process improvement, program evaluation and public engagement is an asset.