

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT

SENIOR PROJECT MANAGER - PLANNING

SUMMARY OF DUTIES

Reporting to the Manager of Development Planning, Heritage and Design, the Senior Project Manager will provide leadership to subordinate staff in a multi-disciplinary team environment that shall be responsible for tasks related to all development reviews required to facilitate the City's growth and redevelopment.

The Senior Project Manager shall ensure that development planning review activities are delivered in accordance with City Procedures and Policies and Provincial Legislation and in a cost effective, efficient and timely manner using a "best practices" approach.

Possesses a demonstrated record of technical competence, team advocacy, customer focus, staff delegation and / or empowerment.

Leads by example, functions as a mentor to subordinate staff, provides coaching to optimize staff performance and develops staff to their full potential.

Possesses a high level of personal integrity and be an excellent communicator.

GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)

Assume the day-to-day responsibilities for the development planning review elements of the section, ensuring that the needs of the residents and businesses of the City of Hamilton are met and regularly exceeded and that these elements are delivered in a timely and cost effective manner in accordance with City procedures and policies and Provincial guidelines and legislation.

The Senior Project Manager will interact with applicants and their agents on all applications related to development proposals, including Heritage Permits, as required, including the preparation and implementation of any associated correspondence and Council reports.

Negotiate Planning Division requirements and conditions to settle disputes and policy interpretations.

Identify and evaluate alternatives; formulate conclusions; prepare and present recommendations to committee.

Assist in the preparation of the annual work programme.

Represent the department and make presentations at Council meetings, special purpose committees and meetings such as public meetings, client and interdepartmental meetings.

Conduct site visits to identify and assess present and future conditions relating to development proposals.

Co-ordinate and liaise with other departments, external agencies, Ministries, Conservation Authorities and stakeholder groups in the preparation of any development approvals and Council reports.

Review development applications to ensure compliance with City Official Plan, Zoning By-law, and Master Plan documentation, City policies and Planning Act requirements and provide or seek clarification on any issues related to same.

Receive and answer inquiries of a technical nature from Council, public, staff, other departments, municipal and government agencies.

Write Council reports, compose correspondence related to major responsibilities.

Direct, supervise and train subordinate staff (Senior Planner, Planner I, Planner II, Planning Technician) and support staff.

Develop policies and procedures related to major responsibilities.

Make recommendations related to Departmental current and capital budgets.

Work 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.

Perform other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. A Post-secondary education with a degree or 3 year college diploma in a related field of study.
2. Must be able to demonstrate relevant experience related to the duties described, gained through a minimum of 5 years work experience.
3. A good understanding of the Planning Act processes gained thorough practical experience.
4. Highly developed ability to articulate a vision to lead and inspire others.
5. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
6. Demonstrated ability to effectively manage a multi-disciplinary staff in a results oriented, predominantly unionized environment.
7. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
8. General knowledge and understanding of other statutes, regulations and by-laws affecting the department/section.

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