

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT (DEVELOPMENT PLANNING, HERITAGE AND DESIGN SECTION)

SENIOR PROJECT MANAGER – DIGITAL PLANNING APPLICATIONS

SUMMARY OF DUTIES

Reporting to the Manager of Development Planning, Heritage and Design, the Senior Project Manager will be responsible for developing, integrating and implementing the Divisional technology strategy, primarily by leading the development of a digital portal for online submission, circulation, review and live/real time status tracking of development applications using the AMANDA system, to be 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.

Responsible for managing consultants relating to visioning, best practices review, stakeholder consultation and a needs assessment to identify opportunities to improve customer service and allow live/real time review of development applications using the AMANDA system.

Develop an implementation strategy including hardware and software requirements and identify other opportunities for improved, standardized data management to support open data.

Aid in the preparation of sectional and divisional reports identifying how the operation performed against established benchmarks related to services, financial, administration and staff performance.

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

Develops policies and procedures to ensure legislative requirements are met.

Completes training and education of staff, as required.

GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)

Responsible for the overall development and implementation of the project, the Senior Project Manager will:

- identify all project tasks, define project charter, scope and deliverables;
- develop a project schedule;
- create milestones and budgets;
- research best practices;
- estimate costs;
- initiate internal and stakeholder consultation;
- identify project resources and skills requirements;
- report to Management and Council, if required;
- determine allocation of financial resources to project tasks;
- identify project risks;
- obtain final approval; and,
- implement the project and provide staff training.

Participate in multi-disciplinary teams comprised of staff not only from the Planning and Economic Development Department, but from other City Departments and outside agencies.

Negotiate Planning Division requirements and conditions to settle disputes and policy interpretations. Identify and evaluate alternatives; formulate conclusions; prepare and present recommendations to Committee and Council.

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.

Co-ordinate and liaise with other departments, external agencies, Ministries, Conservation Authorities and stakeholder groups.

Participate on various Corporate committees as required.

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

Write Council reports and composes correspondence related to major responsibilities.

Develops 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. Preference given to those who have demonstrated competence in project management with a proven track record in managing a time sensitive project normally acquired through a degree in business, public administration, planning, project management certification, related experience or discipline pertinent to the job functions.
2. Must be able to demonstrate considerable relevant experience related to the duties described.
3. Knowledge of land use planning, an understanding of the Planning Act processes gained through practical experience and general knowledge and understanding of other statutes, regulations and by-laws affecting the department/section.
4. Must possess thorough knowledge of the current suite of Microsoft productivity tools, including PowerPoint, Excel, Word, and Project and must possess thorough knowledge of AMANDA.
5. Must possess highly effective leadership, facilitation, communication, interpersonal, organizational, project management, analytical, problem solving, negotiation and conflict resolution skills.
6. Demonstrated experience providing analytical support and developing options for service delivery enhancements including performance monitoring and review.

7. Possesses a demonstrated record of technical competence, team advocacy, customer focus, staff delegation and empowerment. In addition, the Senior Project Manager will have a responsibility for investigating and recommending innovative/creative procedures and policies for improving the section's technical performance.
8. Possesses a demonstrated record of strong leadership and guidance, innovative problem solving, and achieves results through effective teamwork.
9. Excellent communication and leadership skills and will have experience in successful project management and project implementation.
10. Ability to deal effectively with management, peers, staff, other municipalities and the general public.
11. Demonstrated ability to challenge, lead and inspire others to excel in an environment that fosters innovative approaches to problem-resolution.
12. Possesses demonstrated record related to project implementation and delivery.
13. Experience in creating and delivering customer focused programs and services are considered an asset.

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