

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT (TOURISM & CULTURE DIVISION – LISTER BLOCK – 28 JAMES ST. N., 2ND FLOOR)

PROJECT MANAGER, TOURISM & CULTURE

SUMMARY OF DUTIES

Reporting to the Manager, Creative Industries & Cultural Development, the Project Manager is responsible for researching, developing, and implementing projects based on specific Divisional initiatives related to policy development, continuous improvement, service delivery, and related projects designed to increase the efficiency and effectiveness of film operations.

Managing projects in a variety of internal or external teams, or working as a sole contributor, the Project Manager is accountable for ensuring that assigned projects are delivered with consideration to the identification of project scope, schedule, cost and the management of associated risks. The Project Manager provides leadership, guidance, technical competence, innovative problem solving, and achieves results through effective teamwork.

The Project Manager uses a “best practices” approach in seeking new methods, industry knowledge, research and analysis to support the operations of the Film Office.

The Project Manager investigates and recommends innovative/creative policies and business processes for the Film Office.

GENERAL DUTIES

Manages specific projects and investigative assignments related to the operations of the Film Office, such as revisions to the film by-law and policies, film permitting process improvements, and related monitoring and reporting.

Defines and documents project requirements and develops the project charter, scope, deliverables, timelines, resource requirements, and project risks. Confirms and secures funding and commitment from the project sponsor, stakeholders and project team members.

Demonstrates leadership, collaboration and negotiation skills required to work with internal and external stakeholders, elected officials, as well as film industry professionals to develop and implement projects to improve the operations of the film office. Resolves conflicts and concerns using good judgement to meet the needs and desires of interested parties while ensuring projects are completed.

Promotes teamwork and provides direction to cross-functional teams, provides clearly defined goals and objectives, provides advice to staff on project issues and problem resolution.

Works well both independently, showing good judgement and initiative, and as part of a team. Demonstrates effective organizational skills with a proven ability to provide top quality results with short notice in an ever changing environment. Negotiates with vendors and contractors for supply of services.

Reports regularly on the status of projects, milestone achievements, fiscal status, change and risk management.

Prepares recommendations and outlines preferred course of action.

Administers and monitors the budget for projects in accordance with established Corporate and Divisional procedures, ensuring that project expenditures are within budgeted levels.

Conducts project evaluations. Evaluates project success and submits process improvement recommendations to Senior Project Manager.

Identifies project assets and barriers and prepares background research.

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.

Performs other duties as assigned by the Senior Project Manager, which are directly related to the normal functions of the job as defined.

QUALIFICATIONS

1. 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, or an equivalent combination of education and relevant work experience.
2. Progressive experience in project management in a public or private sector organization. Project Management designation an asset.
3. Demonstrated competence in developing and implementing stakeholder and community engagement approaches and strategies.
4. Excellent written and verbal communication skills, facilitation skills and presentation skills.
5. Experience in team leadership and mentorship, with highly developed negotiation and conflict resolution skills.
6. Demonstrated ability to challenge, lead and inspire others to excel in an environment that fosters innovative approaches to problem-resolution.
7. Proven organizational skills and the ability to work with very tight deadlines and competing priorities.
8. Competence with the current suite of Microsoft productivity tools, including PowerPoint, Excel and Word. Familiarity with Visio, Microsoft Project, web-based and statistical software and applications an asset. Progressive work experience / knowledge with technology and databases.

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