

CITY OF HAMILTON

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT (PLANNING DIVISION – LOCATION – CITY HALL – 71 MAIN ST. W)

DIRECTOR AND SENIOR ADVISOR, STRATEGIC GROWTH INITIATIVES

OVERVIEW

Reporting to the General Manager, under the general supervision of the Director of Planning and Chief Planner, will be involved in a broad range of critical activities, ranging from highly strategic to tactical, and will play a key role in helping the Department focus on and achieve its goals in meeting the growing needs of the residents and businesses of the City of Hamilton.

Working closely with the Director of Planning and Chief Planner and the General Manager and in collaboration with the Departmental Leadership Team, lead and coordinate multi-divisional strategic growth, infrastructure and development initiatives. Recommends specific policies and long-range strategies in the delivery of services to meet mandated goals and objectives.

In keeping with the needs of the development community, collaborate with the Department Leadership Team in developing, recommending and implementing infrastructure plans, priorities and long-range growth strategies to meet mandated goals and objectives, and in accordance with the City's overall growth plans.

Serve as a key technical advisor providing senior level support, advice and guidance to the Director of Planning and Chief Planner, General Manager and the Departmental Leadership Team in delivering efficient and effective services and in achieving strategic and operational objectives.

Champion critical business development initiatives, key Corporate/strategic initiatives and complex strategic priorities that support the City's Strategic Plan.

RESPONSIBILITIES

Provides strategic advice to the Director of Planning and Chief Planner, General Manager and Departmental Leadership Team regarding strategic growth initiatives.

Provides strategic advice to the Director of Planning and Chief Planner, General Manager and Departmental Leadership Team regarding annual capital budgeting for growth-related initiatives.

Coordinates and ensures delivery of departmental and City-wide strategic growth initiatives, including PED responsibilities with respect to the Development Charges Background Study and Strategic Servicing Strategies (e.g. downtown area, Stelco lands, AEGD, LRT corridor), Growth Management (e.g. provincial policy, demographics, master planning), public consultation, Urban Boundary Expansion applications and the Biodiversity Plan implementation.

Develop departmental policies and standard operating procedures with respect to key aspects of the development review and approvals process, including the following

- Urban Boundary Expansion applications
- Departmental and Cross-Divisional SOPs (e.g. Site Plan Agreements, CMPs)
- PW Partnering Agreements (e.g. Servicing Allocation, Construction Site / CMP Enforcement)

Job Description #: A12973

Responsible for direct supervision of the Urban Boundary Expansion Team, who will be responsible for processing all Urban Boundary Expansion applications, including circulating the applications, preparing recommendation reports to Council, and attending Ontario Land Tribunal hearings.

Accountable for establishing and achieving departmental goals and objectives through the effective and efficient use of financial staff and resources. Uses a "best practices" approach in developing and delivering quality services in a timely and cost-effective manner.

Promotes teamwork and integration between units within the department and with other parties participating in cross functional and cross-program initiatives.

The Senior Advisor, Strategic Growth Initiatives is privy to highly confidential and sensitive Corporate information and will be expected to adhere to the highest ethical and professional standards.

GENERAL DUTIES

Develops studies, procedures, policies and programs as assigned by the Director of Planning and Chief Planner and General Manager.

Attends public meetings and/or Council meetings to present the city's position/actions to the public, media and outside government bodies.

Responds to issues and queries raised by Council.

Ensures compliance with Provincial and Federal statutes and regulations and municipal by-laws and policies.

Responds to various corporate, community, provincial or federal proposals for service initiatives, changes or enhancements.

Provides professional opinion, advice and guidance through consultation, including reports, to Council and its Committees.

Provides effective leadership in all areas of ongoing activity.

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 which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. First consideration will be given to those candidates with a post secondary education in planning, civil or environmental engineering with extensive related and progressive management experience.
2. Member in good standing of the Ontario Professional Planners Institute, Canadian Institute of Planners or Professional Engineer's Association.
3. Highly developed analytical and business planning skills with a proven track record for long term visioning and big-picture thinking.
4. Highly developed ability to articulate a vision, to lead and inspire others.

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5. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
6. Possesses a demonstrated record of strong leadership and guidance, customer focus, innovation / creativity, and are results oriented.
7. Demonstrated experience in designing and delivering customer focused programs and services.
8. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
9. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section including: Planning Law, Planning Act, Official Plan, Provincial Policy Statements, Municipal Act, Environmental Assessment Act, City Of Hamilton Design and Construction requirements, OPSD and MOE requirements.
10. Must possess strong interpersonal skills and communication skills with demonstrated ability to deal effectively with staff, management, elected officials and the public and demonstrated facilitation skills in order to build consensus.
11. Possesses a high level of personal integrity and is an excellent communicator.
12. Working knowledge of computer software applications.
13. Demonstrated knowledge of Health and Safety Act and applicable regulations as it relates to the position.
14. Valid Class "G" Ontario Driver's Licence.