

CITY OF HAMILTON

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

**DIRECTOR, HERITAGE AND URBAN DESIGN**

**SUMMARY OF DUTIES**

Reporting to the Director of Planning and Chief Planner in the Planning Division, Planning and Economic Development Department, provides strategic leadership, through subordinate management, to a multi-functional workforce engaged in engaged in cultural heritage, natural heritage, urban design and cartographic and 3D modeling functions, including leading the site plan review and approvals process.

The Director is one of the City's foremost city-builders, responsible for a range of services and functions related to managing and ensuring the city's sustainable growth and development.

The role requires both a strategic, long-term outlook, as well as an ability to meet the demands of a fast-paced environment related to development approvals.

Recommends broad policies and long-range strategies with respect to ensuring the efficiency of the City's cultural heritage, natural heritage, urban design and site plan review processes and cartographic services to meet mandated goals and objectives.

Accountable for establishing and achieving Divisional goals and objectives, as established by the Director of Planning and Chief Planner, through the effective and efficient use of financial and staff resources.

Uses a "best practices" approach in developing and delivering quality services in a timely and cost-effective manner. Instills a customer service focus within the Urban Design and Heritage Section of the Planning Division.

Pursues continual improvements to ensure that the City's cultural heritage, natural heritage, urban design and site plan review processes and cartographic services are timely and efficient.

Evaluates and reports on the Urban Design and Heritage Section's service, financial, administrative and staff performance against internal and external benchmarks. Designs and implements strategies to improve effectiveness and efficiency. Sets above average standards and leads by example.

Acts and behaves to demonstrate a strong leadership and guidance, customer focus, innovation / creativity, team building / team advocacy, staff delegation, empowerment and staff development and are results oriented.

Is a member of the Planning Division Management Team, providing strategic direction for the division.

**RESPONSIBILITIES**

Ensure excellence in the quality of design of new development in the City of Hamilton.

You will assume lead accountability and responsibility for the Urban Design and Heritage Section within the Planning Division

Develop goals and objectives and ensure delivery of cultural heritage, natural heritage, urban design and site plan review, including but not limited to Site Plan approvals, approvals under the Ontario Heritage Act, and natural heritage reviews.

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Lead and manage the City's GIS, Cartographic and 3D Modeling Functions.

Ensure compliance with Provincial and Federal statutes and regulations and Municipal by-laws and policies.

Assist the Director of Planning and Chief Planner in responding to various Corporate, community, Provincial or Federal proposals for service initiatives, changes or enhancements.

Assist the Planning Division and the Planning and Economic Development Department in delivering on the City's climate change objectives.

Assist the Planning Division and the Planning and Economic Development Department in delivering on the City's objectives with respect to Equity, Diversity and Inclusion.

Provide professional advice, including reports, to Council and its Committees, including the Municipal Heritage Committee, the Environmentally Sensitive Areas Impact Evaluation Group (ESAIEG), and the Design Review Panel.

Exercise delegated authorities for development approvals, as authorized by City Council, the General Manager of Planning and Economic Development, and the Chief Planner.

Ensure cost effective delivery of services and provide regular tracking and reporting on revenues and budgets.

Provide leadership and support to staff, and implement engagement and recognition efforts, within the Urban Design and Heritage Section.

The Director is accountable to the Director of Planning and Chief Planner for ensuring the cultural heritage, natural heritage, urban design and site plan review processes are provided in accordance with City and Provincial guidelines and in the most effective and efficient manner consistent with the City of Hamilton's and Department's Mission, Vision and Values.

### **GENERAL DUTIES**

Participate in strategic planning and direction of the Division as a member of the Division Management Team.

Provide coaching and advice to subordinate managers / supervisors to optimize performance.

Develop and monitor the annual Capital / Operating Budget for the Section.

Ensure compliance with Provincial and Federal statutes and regulations and Municipal by-laws and policies.

Respond to various Corporate, community, Provincial or Federal proposals for service initiatives, changes or enhancements.

Implement customer service improvement initiatives and create a customer-focused culture.

Effectively manage the approved financial and staffing resources of the Section.

Provide professional planning advice and consultation, including reports, to Council and its Committees, the business community and the public.

Establish and complete goals and objectives and initiate projects, including but not limited to those related to the following: community development, urban design and architecture, cultural heritage planning and heritage approvals, natural heritage planning, natural environment policy development / implementation, liaison with ESAIEG, support and administration of the design review process including the Design Review Panel, Urban Design and Architecture Award Program, Development Review Team, Site Plan Approvals, landscaping / lighting

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plan / noise study approvals, administration / review of Records of Site Condition, GIS and cartographic services, 3D modelling and analysis preparation of information and educational materials related to development processes.

Provides expert testimony to support the City's position on heritage and urban design issues at hearings of the Ontario Land Tribunal.

Attends public meetings and presents the city's position/actions to the public, media and outside government bodies. Participates, and regularly acts as a public and media spokesperson for the work of the Section.

Direct and manage the general administration of the work areas in the Section by developing and recommending new policies and procedures and monitoring existing ones to maximize utilization of resources and improve customer service.

Establish criteria and priorities for annual work program and performance measures. Prepare work schedules, assign duties to staff, establish priorities, conduct staff hiring, monitor and evaluate staff performance, discipline and train staff, as well as assist in developing staff to their full potential.

Provide strong Corporate leadership by developing strategies to attract and retain more businesses, increase employment opportunities, and financially improve the City's non-residential tax base.

Provide strategic advice and participate on numerous and various Corporate committees including chairing key committees to ensure financial growth, new development and to increase confidence in investment by the business community.

Ensures that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

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. Proven knowledge of urban planning, urban design, architecture, landscape architecture, cultural heritage planning, and natural heritage planning, corporate strategic planning, managerial principles, and municipal government administration normally acquired by a University Degree, preferably at a Master's level, in Architecture, Urban Design, Landscape Architecture or Urban Planning, with progressive relevant work experience at a senior management level, in either the private or public sectors, preferably in the Ontario context.
2. Full professional membership in the Ontario Association of Architects (OAA), Ontario Association of Landscape Architects (OALA), Canadian Institute of Planners (MCIP), Ontario Association of Heritage Professionals (OAHP), or related professional organization. A license to practice architecture in the Province of Ontario, LEED (Leadership in Energy and Environmental Design) Accredited Professional certification and/or CPTED (Crime Prevention Through Environmental Design) certification would be an asset.
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, interpersonal and organizational skills in a predominantly unionized environment.
6. Demonstrated mediation / dispute resolution and negotiation skills.
7. Demonstrated ability to effectively manage a large multi-disciplinary staff in a results-oriented environment and in a predominantly unionized environment. Knowledge of collective bargaining process.
8. Extensive experience in designing and delivering customer-focused programs and services.
9. Proven ability to deal effectively with elected officials, media, other levels of government, management, peers, staff and the general public.
10. Thorough knowledge of Planning Law, Planning Act, Municipal Act, Environmental Assessment Act, Provincial Policy Statements, Zoning By-Laws, Official Plans and Ontario Heritage Act.
11. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the Division.
12. Working knowledge of computer software applications.
13. Proven ability to effectively negotiate complex agreements and excellent facilitation skills in order to build consensus.
14. Must possess strong organizational and time management skills.
15. Possess a high level of personal integrity and is an excellent communicator.
16. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.

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