

CITY OF HAMILTON

APRIL 11 2023

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT

(PLANNING DIVISION – URBAN DESIGN & HERITAGE – LOCATION – 71 MAIN STREET WEST, 5th FLOOR)

MANAGER – SITE PLANNING

SUMMARY OF DUTIES

Reporting to the Director of Urban Design and Heritage, manages and directs a multi-functional workforce engaged in site plan review and approvals including planning, cultural heritage, natural heritage and urban design matters..

Accountable for establishing and achieving sectional goals and objectives through the effective and efficient use of financial and staff resources. The Manager shall ensure that the site plan review and approval 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.

The Manager of Urban Design and Heritage will provide leadership to subordinate staff in a team environment that will co-ordinate and provide expert advice regarding site plan approvals, natural and cultural heritage studies and urban development studies, GIS, cartographic and 3D modeling functions, and related policies and projects undertaken to meet the needs of residents and businesses of the City of Hamilton.

The Manager shall ensure that heritage and urban design planning services are implemented in accordance with City and Provincial requirements and direct the formulation of new City policies and procedures concerning planning services in the most effective and efficient manner within the City's strategic goals and values.

Prepares Sectional business plans, budgets and reports to ensure and report on how the operation of heritage and urban design planning services are performed against established benchmarks and corporate procedures, including financial administration and financial performance.

Provides strong technical leadership, professional expertise, communication ability, innovation and creativity, to Council, Advisory Committees such as the Municipal Heritage Committee and the Environmentally Sensitive Areas Impact Evaluation Group (ESAIEG), the Design Review Panel, staff guidance, team advocacy and empowerment and a commitment to results.

RESPONSIBILITIES

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

Provides creative leadership and project direction to staff working on site plan approval, natural and cultural heritage and urban design plans and projects. Ensures working relationships embody the corporation's culture and values through direct interaction and influence on staff of all Departments with mandate interest in heritage and urban design planning. Promotes teamwork or other forms of integration between units of the Planning Division with other parties, internal and external, taking a lead role in directing projects in a cross-functional and cross program work environment. Promotes a service-oriented culture, focusing on time and cost-effective delivery of projects and services. Develops staff through delegation and empowerment providing regular feedback, technical direction and professional development while encouraging staff's decision-making processes, where appropriate.

Ensures heritage and urban design planning services and projects are cost effective, timely and in compliance with relevant legislation. Monitors the evolution of municipal, provincial and federal legislation and policy.

Job Description #: A13718

Designs and implements City plans and policies for heritage and urban design planning under the Planning Division, work program and budget. Makes recommendations to the Director on project priorities, resources and related cost and staffing implications.

Designs and manages inter-Departmental and inter-Divisional work projects that include public meetings to formulate, present and justify the City's position, past and proposed actions to citizens, the media and outside government bodies. Participates and regularly acts as a spokesperson for the City in discussions and presentations on heritage and urban design planning issues. Works with the Director to respond to issues and queries raised by Council, as channeled through the office of the Director or Chief Planner.

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.

GENERAL DUTIES

Participates on various corporate committees as required.

Recommends project priorities, research and policy development methods, data requirements and consultation techniques for site plan approval, archaeological and cultural heritage and urban design planning studies.

Receives and answers inquiries of a technical nature from public, staff, other departments, municipal and other government agencies related to major responsibilities.

Writes reports, composes correspondence, monitors consultant and budget performance of heritage planning projects related to major responsibilities. Provides expert testimony to support the City's position on heritage and urban design issues at hearings of the Ontario Land Tribunal.

Directs and supervises professional planning, urban design, cultural heritage and natural heritage staff and support staff.

Develops and recommends corporate policies, implementation programs and procedures related to major responsibilities.

Provides input related to departmental current and capital budgets.

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. A University Degree in planning majoring in cultural planning, natural heritage planning, or urban design, or in Architecture or Landscape Architecture, or a related field, and considerable experience at a senior level of responsibility in urban planning..
2. Must be a full member of the Canadian Institute of Planners (MCIP), and/or a member of, or eligible for certification with a related professional organization such as the Ontario Association of Architects (OAA) or the Ontario Association of landscape Architects (OALA).
3. Highly developed ability to articulate a vision to lead and inspire others. Proven experience to articulate a variety of planning concepts and practices to staff and public in verbal, graphic and written media. Highly effective in group leadership, facilitation, interpersonal and organizational skills.

Job Description #: A13718

4. A thorough knowledge and understanding of federal, provincial and conventional municipal legislation, policies and practices in development approvals preferably site plan approval gained through practical experience.
5. Demonstrated ability to effectively manage multi-disciplinary projects and staff in results oriented and primarily unionized environment.
6. Experience in designing and delivering customer focused programs and services.
7. Possesses a demonstrated record of strong leadership and guidance, customer focus, innovation/creativity, team - advocacy, staff delegation, empowerment and staff development and is results oriented.
8. Ability to deal effectively with elected officials, representatives of other levels of government, media, management, peers and the general public.
9. Knowledge of the collective bargaining and consultant service procurement processes.
10. Working knowledge of relevant computer software applications.
11. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.

SALARY:

Salary Grade 8

HOURS:

35 per week

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