

CITY OF HAMILTON

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT **(GENERAL MANAGER'S OFFICE – CITY HALL, 71 MAIN ST. W.)**

DIRECTOR, CLIMATE CHANGE INITIATIVES

SUMMARY OF DUTIES

Reporting to the General Manager of Planning and Director of Economic Development, the Director of Climate Change Initiatives provides strategic leadership and expert advice to the implementation of the City's Climate Change Strategy, including both climate change mitigation initiatives and climate change adaptation initiatives. The Director of Climate Change Initiatives role requires both a strategic, long-term outlook, as well as an ability to implement, develop, and promote immediate actions. Responsible for developing, designing, and implementing functional policies and programs that drive positive changes in the overall business performance based on long-term needs of the City as it related to Climate Change Initiatives.

Formulates reports and recommendations regarding the implementation of the strategic climate initiative plans for the City of Hamilton for approval by City Council in accordance with guidelines.

Acts as a thought leader and innovator within the corporation with respect to climate change issues, trends, responses and actions.

Act as the leader of the City's Climate Change Office, including staff within the Climate Change Office.

Recommends to Council, the Senior Leadership Team and peers, strategies and implementation approaches with respect to the City's Climate Change Strategy.

Accountable for establishing and achieving corporate-wide goals and objectives with respect to the City's response to climate change.

Leads a corporate-wide Steering Committee of senior leaders across multiple Divisions and Departments to ensure effective implementation of climate change initiatives.

Acts as the City's primary internal and external spokesperson with respect to climate change related matters.

Builds networks and collaborations with community partners, business leaders and other levels of government.

Evaluates and reports on the City's overall performance with respect to climate change initiatives and goals. Designs and implements strategies to improve effectiveness and efficiency.

Is a member of the Departmental Leadership Team within the Planning and Economic Development Department and the City's Corporate Leadership Team.

Reports regularly to the City Manager and the City's Senior Leadership Team on matters related to the implementation of the City's Climate Change Strategy.

RESPONSIBILITIES

Position Hamilton as a leader in climate change action.

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Assume lead accountability and responsibility for the implementation of the City's Climate Change Strategy, including both climate change mitigation initiatives and climate change adaptation initiatives.

Ensure a lens of Equity, Diversity and Inclusion is applied to the City's climate change response.

Provide professional advice, including reports, to Council and its Standing Committees and Advisory Committees with respect to climate change matters.

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 Climate Change Office.

Create a resilience strategy that incorporates and responds to the overarching issues facing Hamilton including organizational, legislative, and technological changes impacting the environmental, climate and energy management portfolios.

The Director is accountable to the General Manager of Planning and Economic Development for ensuring the City's climate change actions are provided in accordance with any relevant City and Provincial guidelines or requirements, and in the most effective and efficient manner consistent with the City of Hamilton's and Department's Mission, Vision and Values.

GENERAL DUTIES

Develop annual and multi-year implementation workplans for the City's Climate Change Strategy, including both climate change mitigation initiatives and climate change adaptation initiatives.

Track, monitor and report on climate change initiatives across the corporation to the public, Council and the Senior Leadership Team.

Provide coaching and advice to subordinate staff within the Climate Change Office to optimize performance.

Lead and motivate a diverse workforce, ensure effective collaboration and teamwork, and encourage innovation in others.

Develop and monitor the annual Capital / Operating Budget for the Climate Change Office.

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

Respond to various Corporate, community, Provincial or Federal initiatives or programs.

Effectively manage the approved financial and staffing resources of the Climate Change Office.

Provide advice, including reports, to Council and its Committees.

Establish and complete goals and objectives and initiate projects to implement the City's Climate Change Strategy.

Establish and Chair a Corporate-wide Climate Change Steering Committee comprising senior leaders from across the corporation, and an Extending Leadership Group comprising managers and supervisors from all service areas of the corporation.

Attend public meetings and conduct presentations to the public, stakeholders, media and outside government bodies. Participates, and regularly acts as a public and media spokesperson for the City's corporate climate change initiatives.

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Establish criteria and priorities for annual work program and performance measures. Prepare work schedules, assign duties to staff within the Climate Change Office and within other City Divisions, 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 strategic advice and participate on various internal corporate committees to ensure climate change considerations are embedded within the City's decision-making framework at all levels. This includes but is not limited to the Integrated Transportation Advisory Group (ITAG), the Development Industry Liaison Group (DILG)

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

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.

Performs other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Extensive and proven knowledge of climate change issues and best practices with respect to climate change mitigation and climate change adaptation, corporate strategic planning, managerial principles, and municipal government administration, with progressive relevant work experience at a senior management level, in either the private or public sectors.
2. A post-secondary degree in municipal administration, environmental science, engineering, planning, or related discipline with relevance to the broad focus of the City's Climate Change Strategy.
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.
5. Highly effective leadership, facilitation, communication, interpersonal and organizational skills.
6. Demonstrated mediation / dispute resolution and negotiation skills.
7. Proven ability to deal effectively with elected officials, media, other levels of government, management, peers, staff and the general public.
8. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the implementation of the Climate Change Strategy.
9. Working knowledge of computer software applications.
10. Proven ability to effectively negotiate complex agreements and excellent facilitation skills in order to build consensus.
11. Must possess strong organizational and time management skills.
12. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.

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