

CITY OF HAMILTON

August 2023

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT (CITY HALL)

PROGRAM LEAD SITE PLANNING – HERITAGE AND URBAN DESIGN

SUMMARY OF DUTIES

Reporting to the Manager of Site Planning, the Program Lead Site Planning provides leadership to subordinate staff in the Site Plan team. Advises and coordinates multi-disciplinary staff consisting of Natural Heritage Planners, Cultural Heritage Planners, Urban Designers and other city staff in relation to their work on site plan review and approval. Manages the day-to-day activities of the team. Responsible for tasks related to all development reviews with a focus on site plan approval required to facilitate the City's growth and redevelopment.

Accountable for ensuring that site plan review 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.

Aids in the preparation of sectional reports identifying how the operation performed against established benchmarks related to services, financial, administration and staff performance.

Leads by example, functions as a mentor to subordinate staff, provides coaching to optimize staff performance and develops staff to their full potential.

GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)

Manages the day-to-day responsibilities for site plan review and approval Site Plan ensuring that the needs of the residents and businesses of the City of Hamilton are met and regularly exceeded and that these elements are delivered in a timely and cost-effective manner in accordance with City procedures and policies and Provincial guidelines and legislation.

Participates in multi-disciplinary teams comprised of staff from Planning and Economic Development (PED), other City Departments and outside agencies in order to address development, redevelopment and environmental protection issues.

Responsible for leading a team on capital projects and the associated budget.

Manages, mentors, performance manages and provides creative leadership and direction to subordinate staff.

Promotes teamwork and integration between internal and external parties participating in cross-functional and cross program initiatives.

Approves planning agreements in accordance with the City's Financial Policies for Development.

Assumes lead accountability and responsibility for evaluating planning merits of Site Plan Control applications and Site Plan Formal Consultation applications.

Reviews Site Plan Control applications to ensure compliance with City Official Plan, Zoning By-law, and Master Plan documentation, City policies, Planning Act and Ontario Heritage Act requirements and provides or seeks clarification on any issues related to same. As such, the Program Lead Site Planning is expected to have a detailed understanding of Provincial and City legislation, policies and regulations and their applicability to development applications.

Assesses the appropriateness of development applications, in context of the appropriate Provincial and local legislation and regulation and reviews the work of staff to ensure good planning practice.

Assumes lead accountability and responsibility for Site Plan Formal Consultation applications including making final decisions on requirements to be met in order to have application deemed complete and accepted by the City.

Negotiates Planning Division requirements and conditions to settle disputes and policy interpretations.

Identifies and evaluates alternatives; formulates conclusions; prepares and presents recommendations to Committee.

Co-ordinates, prepares and presents evidence as expert witness at Quasi-Judicial Hearings e.g. OLT/LPAT/OMB.

Assists in the preparation of the annual work programme.

Represents the department and makes presentations at Council meetings, special purpose committees and meetings such as public meetings, client and interdepartmental meetings.

Conducts site visits to identify and assess present and future conditions relating to development proposals.

Co-ordinates and liaises with other departments, external agencies, Ministries, Conservation Authorities and stakeholder groups in the preparation of any development approvals and Council reports.

Participates on various Corporate committees as required.

Receives and answers inquiries of a technical nature from Council, public, staff, other departments, municipal and government agencies.

Writes Council reports, composes correspondence related to major responsibilities.

Directs, supervises, educates and trains subordinate staff (Senior Planner, Planner I, Planner II, Planning Technician I, Planning Technician II) and support staff.

Develops policies and procedures related to major responsibilities.

Understands and implements legislative changes to the planning process.

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 major responsibilities of the job.

QUALIFICATIONS

1. A Degree in Urban and Regional Planning or a related discipline with eight years of progressively responsible planning experience in land use development review and implementation preferred. Several years directly related professional planning experience in site plan review and approvals required.
2. Extensive knowledge and experience in real estate transactions and land use planning.
3. Must be a Registered Professional Planner.
4. Extensive knowledge of good land use planning principles as they relate to elements in the development field.
5. Extensive knowledge of Natural and Cultural Heritage and Urban Design planning principles.

6. Expert knowledge and understanding of the Provincial Planning legislation and regulations, including the Planning Act gained thorough practical experience.
7. Possesses a demonstrated record of technical competence, team advocacy, customer focus, staff delegation and empowerment. In addition, the Program Lead Site Planning will have a responsibility for investigating and recommending innovative/creative procedures and policies for improving the section's technical performance.
8. Knowledge of the Integrated Master Planning principles and process and environmental planning.
9. Highly developed ability to articulate a vision to lead and inspire others.
10. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
11. Demonstrated ability to effectively manage a multi-disciplinary staff in a result-oriented, predominantly unionized environment.
12. Experienced in creating and delivering customer focused programs and services, as well as identify and implement opportunities for process improvements.
13. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
14. Ability to negotiate agreements of a controversial and complex nature.
15. General knowledge and understanding of other statutes, regulations and by-laws affecting the department/section.
16. Knowledge of collective bargaining process.
17. Highly skilled in relevant computer software applications.

SALARY:

Salary Grade 7

HOURS:

35 per week

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