

CITY OF HAMILTON

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT
(LICENSING AND BYLAW SERVICES – POLICY AND PROGRAMS SECTION
LOCATION - 330 WENTWORTH ST. N. 2ND FLOOR)

SENIOR PROJECT MANAGER, LICENSING AND BYLAW SERVICES

SUMMARY OF DUTIES

Reporting to the Manager of Policy and Programs, the Senior Project Manager will take a leadership role in researching, consulting, developing and preparing reports to Council.

The Senior Project Manager will be required to work closely with staff, management and community stakeholders to ensure that by-law(s) and enforcement practices meet the needs of the City and the Community.

The Senior Project Manager will provide leadership, guidance, technical competence, innovative problem solving, and achieve results through effective teamwork.

Supervises staff by assigning, prioritizing and scheduling daily activities to ensure that services are provided efficiently and effectively.

Assists in establishing strategies to improve effectiveness and efficiencies in delivering services to meet mandated goals and objectives.

Assists in developing policy and procedures to ensure legislative requirements are met.

Delivers the quality assurance and process capability programs to ensure maximize use of resources and future needs projections.

Arranges the training and education of staff as required.

GENERAL DUTIES

The Senior Project Manager will use their excellent writing skills to take a leadership role to ensure completion of reports, presentations, and by-laws for various committees.

Manages projects in a variety of staff resource configurations ranging from individual work to cross-departmental and consultant teams, providing leadership, guidance, technical competence, innovative problem-solving and effectiveness in all settings.

The Senior Project Manager will use a “best practices” approach in seeking new methods, systems, research and analysis to support ongoing continuous improvement in the delivery of services provided by Licensing and Bylaw Services.

Administer and monitor the budget for projects in accordance with established Corporate procedures, ensuring that project expenditures are within budgeted levels.

Maintain professional competence in the discipline of project management.

Represents Licensing and Bylaw Services at public and stakeholder meetings.

Job Description #: A14630

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.

Perform other duties as assigned by the Manager, which are directly related to the normal functions of the job as defined.

QUALIFICATIONS

1. Preference given to those who have demonstrated competence in project management with a proven track record in managing a time sensitive project, normally acquired through a degree in business, public administration, planning or related experience or related discipline pertinent to the job functions combined with project management experience.
2. Understanding of the complex history of Licensing and Bylaw Services, various stakeholders and competing priorities and pressures.
3. Demonstrated ability to effectively manage a large multi-disciplinary staff in a results-oriented environment and in a predominantly unionized environment.
4. Previous experience in preparation and presentation of controversial and politically sensitive reports.
5. Proven organizational skills and the ability to work with very tight deadlines and competing priorities. Must have above average analytical and problem-solving skills.
6. Progressive experience in project management in a unionized public or private sector organization.
7. Possesses a demonstrated record of strong leadership and guidance, technical competence, customer focus, team advocacy, staff delegation and empowerment and be committed to results.
8. Demonstrated ability to challenge, lead and inspire others to excel in an environment that fosters innovative approaches to problem-resolution.
9. Ability to deal effectively with management, peers, staff and the general public
10. Working knowledge and understanding of statutes, regulations and by-laws affecting the department/section
11. Excellent written and verbal communication skills, facilitation skills and presentation skills, a team leader and mentor possessing highly developed negotiation and conflict resolution skills.
12. Strong project management and organization skills.
13. Possesses a high level of personal integrity with a demonstrated record of supervisory experience providing work direction related to project delivery.
14. Must possess thorough knowledge of the current suite of Microsoft productivity tools, including PowerPoint, Excel and Word. Microsoft Project and web-based applications an asset.
15. Must possess a Class "G" Driver's License with provisions of a vehicle for use on the job.