

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT **(PLANNING DIVISION – SUSTAINABLE COMMUNITIES – LOCATION – 71 MAIN STREET WEST, 4TH FLOOR)**

PROGRAM LEAD - URBAN BOUNDARY EXPANSION

SUMMARY OF DUTIES

Reporting to the Manager of Sustainable Communities, the Program Lead will provide leadership to subordinate staff in a multi-disciplinary team (urban boundary expansion team) environment that shall be responsible for tasks related to all processing, reviewing and providing professional opinion on urban boundary expansion applications and associated secondary planning for any newly identified urban lands.

The Program Lead shall ensure that planning 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.

GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)

Assume the day-to-day responsibilities for the planning review elements of the urban boundary expansion team, ensuring that the processing, review and formulation of recommendations are delivered in a timely and cost effective manner in accordance with City procedures and policies and Provincial guidelines and legislation.

The Program Lead will interact with applicants and their agents on all applications related to urban boundary expansion proposals, as required, including the preparation and implementation of any associated correspondence and Council reports.

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

Identify and evaluate alternatives; formulate conclusions; prepare and present recommendations to committee.

Assist in the preparation of the annual work programme.

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

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

Co-ordinate and liaise with other departments, external agencies, Ministries, Conservation Authorities and stakeholder groups in the preparation of any reports to Planning Committee and Council.

Review applications to ensure compliance with the Provincial Planning Statement, City's Official Plan, Strategies and Master Plan documentation, City policies and Planning Act requirements and provide or seek clarification on any issues related to same.

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

Write Council reports, compose correspondence related to major responsibilities.

Direct, supervise and train subordinate staff (Project Managers, Senior Planner, Planner I, Planner II, Planning Technician) and support staff).

Develop policies and procedures related to major responsibilities.

Make recommendations related to Departmental current and capital budgets.

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.

Perform other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Applicant must be a full member of the Canadian Institute of Planners and have a minimum of 5 years of progressive planning experience in Official Plan policy and Zoning By-law regulation development and project management experience.
2. A good understanding of the Planning Act processes gained through practical experience.
3. Highly developed ability to articulate a vision to lead and inspire others.
4. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
5. Demonstrated ability to effectively manage a multi-disciplinary staff in a results oriented, predominantly unionized environment.
6. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
7. General knowledge and understanding of other statutes, regulations and by-laws affecting the department/section.
8. Possesses a demonstrated record of technical competence, team advocacy, customer focus, staff delegation and / or empowerment.
9. Leads by example, functions as a mentor to subordinate staff, provides coaching to optimize staff performance and develops staff to their full potential.
10. Possesses a high level of personal integrity and be an excellent communicator.