

CITY OF HAMILTON

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT **(TOURISM AND CULTURE DIVISION – CREATIVE INDUSTRIES AND CULTURAL DEVELOPMENT –** **LOCATION – 28 JAMES STREET NORTH, 2ND FLOOR**

SENIOR PROJECT MANAGER – CREATIVE INDUSTRIES AND CULTURAL DEVELOPMENT

SUMMARY OF DUTIES

Reporting to the Manager, Creative Industries and Cultural Development, the Senior Project Manager – Creative Industries and Cultural Development will lead, co-ordinate and manage the development of transformational initiatives such as of the City's Nighttime Economy Study and conduct business process and program reviews of city-wide, Tourism and Culture Division led initiatives to ensure projects are responsive to identified community need, and demonstrate the most efficient use of financial and staff resources.

The Senior Project Manager will have a demonstrated understanding of the scope and contribution of culture in a community combined with a record of strong project management and community engagement and consultation experience. The Senior Project Manager will provide leadership on multi-disciplinary staff and community-based project teams. The Senior Project Manager will have a demonstrated record of strong leadership and guidance, customer focus, project management, business planning, quality assurance, financial management, team building, change management, self-motivation and a commitment to results and continuous improvement.

The Senior Project Manager will implement a collaborative and consultative approach to engage various internal and external partners including Council, staff, and the community using a variety of mechanisms and methodologies.

GENERAL DUTIES

Identifies and manages all aspects of assigned projects including the development of culture-based strategies and policies and conducting business process reviews. Confirms funding and secures commitment from the project sponsor, invested partners and project team members.

Develops project plans, work break-down structures, project resource planning including the identification of tasks, estimated costs, project schedules, milestones and any project team assignments.

Manages, monitors and reviews all project financials, project resources and project risk. Recommends procedures, maintains control and monitoring of projects to ensure projects are completed within the required schedule, within the approved budget and spending authority identifying any budget adjustments.

Takes a lead role and community development approach to initiate, develop and implement a variety of opportunities and methodologies for civic engagement and broad sector participation related to policy development and business/program review processes.

Facilitates public meetings, stakeholder consultation, focus groups, and/or internal project meeting/sessions.

Thinks creatively, demonstrates a passion for policy development, business process management and a commitment to continuous improvement strategies.

Researches and assesses industry and government trends, best practices and relevant legislation. Seeks opportunities to align with industry standards as applicable.

Develops and promotes a culture of continuous improvement.

Manages changes that impact the cultural initiatives projects and proposes strategies for resolution and/or improvement.

Provides support to the Manager of Creative Industries and Cultural Development with regards to the continued development and implementation of quality assurance standards, project methodology and management. Ensures the governance standards and project methodology are adhered to throughout the project life cycle.

Develops and maintains relationships with divisional staff and supports the Tourism and Culture Divisional Leadership Team to identify and develop new opportunities where appropriate.

Prepares reports and correspondence and makes presentations to senior management, Council standing committees and the general public.

Develops and maintains project budgets, schedules and other planning tools. Prepares regular status reports for the Manager of Creative Industries and Cultural Development.

Establishes, maintains and liaises with a network of municipal contacts, and continually liaises with other Divisions and Departments.

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. Post Secondary degree in Cultural Studies, business, arts administration or related discipline pertinent to job functions combined with relevant business or government experience. Postgraduate degree in business or public administration would be considered an asset.
2. Demonstrated skill in policy development, business planning and analysis, project management, data analysis and financial management. Experience in program development, program improvement and operational management specific to the tourism, arts, culture and heritage sector would be considered an asset.
3. Demonstrated experience in the development and implementation of a variety of effective community consultation and engagement strategies.
4. Extensive project management experience, preferably in the area of business/program improvement, organizational effectiveness, quality assurance and continuous improvement.
5. Ability to deal effectively with elected officials, business and community stakeholders, management, peers, and the general public.
6. Thorough knowledge of quality assurance and continuous improvement methodologies and practices.
7. An effective communicator, both orally and written, honed through practical experience.
8. Highly developed ability to articulate a vision to lead and inspire others.
9. Highly effective leadership, facilitation, communication, presentation, and interpersonal skills.
10. Excellent organizational, time management and multi-tasking skills.

11. Strong working knowledge of process and performance measures and methodologies.
12. A high level of personal integrity and motivation, and excellent written and verbal communication skills are required.
13. Progressive supervisory experience demonstrated through indirect reporting relationships.
14. Strong computer skills. Must possess thorough knowledge of the current suite of Microsoft productivity tools, including PowerPoint, Excel and Word.
15. Must be able to visit multiple sites across the city.