

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT

SENIOR PROJECT MANAGER – STAGING DEVELOPMENT/LEGISLATIVE APPROVALS

SUMMARY OF DUTIES

Reporting to the Manager of Staging Development/Legislative Approvals. The Senior Project Manager will provide leadership to subordinate staff in a multi-disciplinary team environment that shall be responsible for the delivery of services to the Land Development Community including all aspects of the Staging of Development Program, Subdivision/Condominium Approval and Registration, Part Lot Control, Street Naming and Municipal Numbering.

The Senior Project Manager shall be responsible for Best Effort Policies, Key Performance Indicators, AMANDA, GIS Mapping, Process Improvements and monitoring Reserves to be 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.

Aid in the preparation of divisional reports identifying how the operation performed against established key performance indicators related to services, financial, administration and staff performance.

Possesses a demonstrated record of technical competence, team advocacy, customer focus, staff delegation and empowerment. In addition, the Senior Project Manager will have a responsibility for investigating and recommending innovative/creative procedures and policies for improving the section’s technical performance.

Leads by example and function as a mentor to subordinate staff.

Possesses a high level of personal integrity and be an excellent communicator.

GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)

Co-ordinates the City’s Staging of Development Program including Public/Industry engagement including an annual report to Planning Committee and Council.

Assume the day-to-day responsibilities for the development planning review elements of the section, 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.

Participate in multi-disciplinary teams comprised of staff not only from the Planning and Development Department, but from other City Departments and outside agencies in order to address development, redevelopment and environmental protection issues.

The Senior Project Manager will interact with applicants and their agents on all applications related to development proposals as required, including the preparation and implementation of any associated correspondence and Council reports.

Develops and monitors the City’s Comprehensive Review of the Site Alteration By-law.

Directs and administers the sections data, policy and records management.

Co-ordinate, prepare and present evidence as expert witness at O.M.B. Hearings.

Assist in the preparation of the annual work programme including budgets.

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

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

Review development applications to ensure compliance with City Official Plan, Zoning By-law, and Staging of Development Plan, City policies and Planning Act requirements and provide or seek clarification on any issues related to same.

Participate on various Corporate committees as required.

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 (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. A Bachelor's Degree in Urban and Regional Planning or a related discipline registered as a Professional Planner in the Province of Ontario and a full member of OPPI.
2. Must be able to demonstrate relevant experience related to the duties described, gained through a considerable work experience.
3. Sound understanding of land use planning principles and infrastructure as they relate to elements in the development field.
4. A thorough understanding of the Planning Act processes gained through practical experience.
5. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
6. Demonstrated ability to effectively manage a multi-disciplinary staff in a results oriented, predominantly unionized environment.
7. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
8. An understanding of Integrated Master Planning principles and process.
9. Highly developed ability to lead and inspire others.
10. Experienced in creating and delivering customer focused programs and services.

11. General knowledge and understanding of other statutes, regulations and by-laws affecting the department/section.
12. Knowledge of collective bargaining process.
13. Working knowledge of relevant computer software applications including AMANDA.

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