

CITY OF HAMILTON

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT (ECONOMIC DEVELOPMENT – LOCATION – 77 JAMES ST. N., 4th FLOOR)

SENIOR PROJECT MANAGER, GLOBAL HAMILTON

SUMMARY OF DUTIES

Reporting to the Manager Business Development, supports strategic directions through project management of the Global Hamilton Office. Conducts research and analysis to support this initiative; provides consultative guidance on Global Hamilton to the Manager, Business Development. Ensures that all appropriate departments are involved in this project. Represents the City on external committees and project teams.

GENERAL DUTIES

Manages all aspects of the Global Hamilton Office confirms and secures funding and commitment from corporate sponsors, and leads any cross-functional corporate work teams.

Provides consultative support and guidance to corporate committees as required, including researching, developing and implementing special projects and corporate initiatives.

Anticipates, identifies and manages emerging issues and challenges; identifies trends and provides senior level support to the Business Development team to enable informed decision making on corporate direction.

Assists the Manager with strategic and long-term planning activities based on research/analysis of City of Hamilton initiatives, community needs, Provincial initiatives and legislative requirements.

Provides research and analysis and prepares comprehensive reports and proposals on pertinent issues including recommendations and alternatives.

Manages and facilitates studies, public consultations and community engagement initiatives.

Prepares reports and makes presentations to senior management team and Council Standing Committees.

Establishes effective working relationships internal and external to the organization on behalf of Economic Development Division.

Ensures that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

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. Proven knowledge of management principles, practices and theories in the direct delivery of strategic initiatives, service programs, intergovernmental affairs, and communications, normally acquired by obtaining a Degree in Public Administration, Political Science, Planning, Business Administration or related field or approved equivalent combination of education and experience.

2. Extensive experience in program development, federal and provincial negotiations, project management, policy development, working with community stakeholders and groups and demonstrated supervisory or leadership experience.
3. A well developed knowledge of all City businesses, programs and services, local municipalities, provincial and federal governments.
4. Strong knowledge of newcomers' needs and immigration strategies and policy
5. Extensive and demonstrated leadership experience working with diverse groups including not-for profit social agencies, the Hamilton Immigration Partnership Council, and community groups.
6. An understanding of the complexities that come when working with multi-stakeholders, and the ability to support others to achieve results. The ability to relate well to a culturally diverse population,
7. Demonstrated political sensitivity and ability to maintain confidentiality.
8. Well developed project management skills.
9. Excellent interpersonal and communication skills and demonstrated ability to deal effectively with elected officials, government departments, all levels of management, staff and the general public.
10. Excellent communication skills both verbal and written.
11. Highly effective facilitation, communication, presentation, interpersonal and organizational skills.
12. Thorough knowledge of and understanding of statutes, regulations and by-laws affecting the section.
13. Demonstrated knowledge of the Occupational Health and Safety Act and applicable regulations as it relates to the position.
14. Working knowledge of computer software applications.