

CITY OF HAMILTON

PLANNING & AND ECONOMIC DEVELOPMENT DEPARTMENT
(ECONOMIC DEVELOPMENT DIVISION, REAL ESTATE SECTION - LOCATION -71 MAIN STREET WEST, 7th FLOOR, CITY HALL

SENIOR PROJECT MANAGER – STRATEGIC PARTNERSHIPS AND REVENUE GENERATION

SUMMARY OF DUTIES:

Reporting to the Director of Strategic Partnerships and Revenue Generation, coordinates and project manages the activities of assigned Corporate initiatives of the Division on behalf of the City Manager's Office and those of the Land Development Task Force.

The responsibilities will be varied in nature but will generally be in support of Revenue Generation projects including but not limited to: conducting primary and secondary research, developing business cases, preparing data analytics, community engagement, and preparing committee reports.

The Land Development Task Force initiatives are determined from the review of the City of Hamilton's properties in a proactive and strategic investigation of opportunities for: revenue generation; affordable housing; non-residential tax growth; and City building. Projects are also initiated as a result of interests expressed by members of Council, Senior Staff, and any number of external organizations. The task force collaborates with existing staff wherever possible in order to make the most efficient use of the talent and expertise within the City, developing project teams for each initiative. The Manager Corporate Initiatives will provide overall coordination of the task force work plan, plus will personally lead specific projects as assigned.

GENERAL DUTIES

Directs and manages the delivery of projects within the Strategic Partnerships and Revenue Generation Division including both Corporate Initiatives and the Land Development Task Force.

The position will lead ad hoc project teams of internal staff and external resources to successfully achieve specific project objectives. He/she will collaborate as appropriate with external partners within the community as well as other levels of government and their agencies. The position will:

- Participate in identifying strategic opportunities to be included in the Division work plan;
- Prepare complex funding proposals to other levels of government, external agencies and community partners as appropriate;
- Develop project specific strategies for successful, timely implementation;
- Seek out and engage internal and external subject matter experts to facilitate each strategic initiative;
- Co-ordinate ad hoc teams of multi-functional professional and technical staff and consultants working on projects and initiatives:

- Initiate and design project work plans and schedules, assigning and organizing responsibilities;
- Establish and monitor priorities and timetables;
- Develop an appropriate communication and marketing plan for each strategic initiative;
- Develop and monitor the project specific budgets;
- Establish and change priorities and timetables in response to changing resource and staffing conditions;
- Develops Requests for Proposals, evaluating consultant submissions and recommending/approving selection if appropriate;
- Approves consultant work plans and improvements;
- Assisting project task force team members to balance work load demands;
- Collaborate with internal staff resources to execute strategic real estate transactions;
- Develops, reviews and submits reports to Council and its Committees, department and divisional staff, other departments and external agencies, consultants and the community groups that provide an evaluation of issues and make recommendations on the most feasible course of action;
- Builds and fosters interdepartmental, intergovernmental and joint public/community partnerships and initiatives that support corporate and departmental related objectives. Negotiates, manages and approves joint service/partnership agreements;
- Represents the City on various special projects with other levels of government, agencies and special interest groups;
- Engages community for input and ideas where appropriate;
- 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.

QUALIFICATIONS

1. Extensive project management experience leading multi-disciplinary teams.
2. Demonstrated financial and business acumen, usually acquired through University degree, preferably a graduate degree, plus progressive diversified work experience with preference given to finance, real estate or development financing, and/or capital planning.
3. Excellent organizational, time management skills and multi-tasking skills with demonstrated successful experience in coordinating complex projects and multi-disciplinary teams, and balancing a number of projects simultaneously to meet deadlines.
4. Excellent interpersonal skills, a proven relationship builder, with demonstrated success in leading virtual teams

5. Excellent presentation, public relations, negotiation and mediation skills.
6. Self-motivated, able to work with minimal supervision
7. Strong written and verbal communications skills, with demonstrated ability to deal effectively and collaboratively with elected officials, all levels of management and staff, senior business and community representatives, representatives of other levels of government, media, and the public
8. Excellent critical thinking, problem solving, evaluation and analytical skills and the ability for long-term visioning and strategic thinking.
9. A working knowledge of City of Hamilton organization, policies and procedures. Knowledge of the City of Hamilton's planning and real estate procedures is a definite asset.