

## **CITY OF HAMILTON**

**PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT**  
**OFFICE OF CLIMATE CHANGE INITIATIVES-(OFFICE OF CLIMATE CHANGE INITIATIVES – LOCATION – 71**  
**MAIN STREET WEST, 7<sup>TH</sup> FLOOR)**

### **PROJECT MANAGER NEIGHBOURHOOD CLIMATE CHANGE INITIATIVES**

#### **SUMMARY OF DUTIES**

Reporting to the Senior Project Manager, Office of Climate Change Initiatives (OCCI), the Project Manager will lead special projects and initiatives delivered by the OCCI, providing strategic and operational support and overall project management and delivery with a focus on climate adaptation and equitable neighbourhood resilience. Initial priority projects identified for this role include the development and implementation of a Neighbourhood Climate Action Small Grants Program and advancing the City's work related to building climate resilience through local food security as set out in Hamilton's Climate Action Strategy, including administering the City's network of community food gardens. This will include research, program development and implementation, and technical support for corporate and community-level climate mitigation and adaptation efforts. The Project Manager will also provide support in a team environment to ensure that the City's obligations to implement corporate actions and monitor the community-wide implementation of Hamilton's Climate Action Strategy are fulfilled.

#### **GENERAL DUTIES**

Undertake project development/implementation and on-going guidance and support to achieve goals and implement policies related to the Hamilton Climate Action Strategy.

Support OCCI data and information collection associated with monitoring progress with projects and initiatives and general areas of focus included in the Project Manager position portfolio.

Initiate, design and manage projects, work plans, schedules, establishing and monitoring priorities and timetables related to OCCI managed climate action projects and programs.

Provide on-going administrative support – including coordinating any operational needs – for the network of community food gardens situated on City-owned properties. This work may include providing support for the expansion of the network of gardens as part of the City's commitment to support local food security. Some on-site garden support may also be required.

Develop and implement a Neighbourhood Climate Action Small Grants Program designed to engage and mobilize community partners and residents to take action to build neighbourhood-level climate resilience rooted in climate justice.

Utilize neighbourhood networks to build broader awareness about Hamilton's Climate Action Strategy and the role residents can play to support Strategy implementation.

Provide advice and guidance regarding City Climate Change Reserve support for municipal and community climate innovation where local food security, climate resilient urban and rural agriculture, food waste management, urban greening, nature-based green infrastructure and support for neighbourhood-level climate mitigation and adaptation efforts are concerned.

Research and share best practices to help inform policy and action where neighbourhood-level climate action is concerned, with the goal of building local climate resilience and realizing climate justice.

Research and share best practices to help inform policy and action where local food security, and increasing

climate resilience of urban and rural agricultural practices are concerned.

Write, review and submit reports to Council and its Committees, department and divisional staff, other departments and external agencies, consultants and the public as required.

Provide expertise and advice to city staff and external partners on climate action projects and plans. Respond to inquiries from public, staff, elected officials, outside agencies including community partners and residents.

Participate on various Corporate and community committees related to the position's subject matter focus areas as required.

Perform other duties as assigned which are directly or indirectly related to position responsibilities.

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.

**QUALIFICATIONS:**

1. Post-secondary education in environmental science, geography/environmental studies, planning, environmental engineering, agricultural sciences, biological sciences or any related discipline. A focus on climate is preferred.
2. Knowledge and experience with neighbourhood-level community engagement and mobilization, ideally with a focus on environmental sustainability, local food security, and climate mitigation and adaptation efforts are preferred.
3. Experience and knowledge of the local Hamilton context, particularly as it relates to neighbourhood-level engagement and mobilization – including engaging and supporting frontline community members most impacted by climate change – is an asset.
4. Demonstrated experience with applying a climate justice lens to prioritize community climate actions is an asset.
5. Understanding of the program development process and how to implement new initiatives (including planning, costing, team building, implementation strategies, building in feedback and evaluation techniques).
6. Experience working with community partners and the broader public on the development and implementation of community programs.
7. Excellent interpersonal skills, including written and verbal communications skills, with the ability to converse effectively with councillors, representatives of other levels of government, senior management, peers, staff, and the public. Excellent negotiation and mediation skills.
8. Knowledge and experience with communicating complex topics to a variety of stakeholders in a clear, concise, and accessible format.
9. Demonstrated experience with project coordination/administration in a government, private sector, or not-for-profit environment.
10. Demonstrated experience with policy development and analysis in a government, private sector, or not-for-profit environment.
11. Excellent critical thinking, evaluation and analytical skills and the ability for long-term visioning and strategic thinking.

12. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
13. Highly developed ability to articulate a vision to lead and inspire and facilitate the ability of others to take action.
14. Demonstrated ability to work as part of a multi-disciplinary staff team in a results-oriented environment.
15. Excellent organizational, time management and multi-tasking skills.
16. Computer proficiency in MS Office (Word, Excel, Outlook)