

CITY OF HAMILTON

LAST UPDATED: MAY 2022

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT

(GROWTH MANAGEMENT DIVISION - STAGING OF DEVELOPMENT/LEGISLATIVE APPROVALS SECTION – 71 MAIN ST. W., 6th FLOOR – CITY HALL)

MANAGER, STAGING OF DEVELOPMENT/LEGISLATIVE APPROVALS

(1 PERMANENT FULL TIME POSITION)

SUMMARY OF DUTIES

Reporting to the Director, Growth Management, directs a multi-functional workforce engaged in 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 Manager shall ensure that development planning review activities are 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 sectional reports identifying how the operation performed against established benchmarks 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 Manager will have a responsibility for investigating and recommending innovative/creative procedures and policies for improving the section’s technical performance.

GENERAL DUTIES

Direct and develop the City’s Staging of Development Program.

Responsible for establishing and achieving section goals and objectives through the effective and efficient use of financial and staff resources.

Lead an effective section team, providing coaching and advice to subordinate supervisors to optimize performance.

Prepare work schedules, assign duties to staff, establish priorities, conduct staff hiring, monitor and evaluate staff performance, discipline and train staff, as well as assist in developing staff to their full potential.

Act as a resource to supervisors and staff in the measurement of service quality, customer satisfaction and the implementation of continuous improvement programs. Provide support and advice in business and strategic planning. Ensure that the approach to the development, delivery, evaluation and accountability of services reflects sound business practices.

Direct and administer the section’s data, policy and records management.

Develop and monitor the City’s Comprehensive Review of the Site Alteration By-law.

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

Evaluate planning merits of applications; incorporate planning and municipal goals, objectives and make recommendations on proposed developments for action by Council.

Develop and deliver quality services in a timely and cost effective manner.

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Evaluate and report on the section's service, financial, administrative and staff performance against internal and external benchmarks.

Design and implement strategies to improve effectiveness and efficiency. Set above average standards and lead by example.

Participate in strategic planning and direction of the Division.

Negotiate Development Division requirements and conditions to settle disputes and policy interpretations.

Participate in the development of annual capital/operating budgets.

Ensure compliance with Provincial and Federal statutes and regulations and Municipal by-laws and policies.

Respond to various corporate, community, provincial or federal proposals for service initiatives, changes or enhancements.

Provide professional consultation, including reports and presentations, to Council and its Committees.

Answer enquiries from general public, consultants, developers and politicians on availability of services, status of agreements, development control policies and operating by-laws.

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

Implement customer service initiatives and create a customer focused culture.

Ensure that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensure that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures.

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 responsibilities of the position.

QUALIFICATIONS

1. Progressively responsible management experience, apply knowledge and theories of Land Use Planning as it relates to land development normally acquired by obtaining a degree or diploma in a related field or an equivalent combination of education and relevant work experience.
2. Registered Professional Planner with the Canadian Institute of Planning.
3. Sound understanding of planning, design and construction of municipal infrastructure. Working knowledge of Development Charges and Master Plans for municipal infrastructure
4. A proven track record for long term visioning and big picture thinking.
5. Highly developed ability to lead and inspire others.
6. Strong leadership, facilitation, communication, interpersonal and organizational skills in a predominantly unionized environment.

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7. Demonstrated ability to effectively manage multi-disciplinary staff in a results oriented environment, including but not limited to Corporate Strategic Growth initiatives
8. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
9. Working knowledge and understanding of statutes, regulations and by-laws affecting the section.
10. Computer literacy in electronic mail, internet, word processing, spreadsheet and database applications and engineering modeling techniques.
11. Proven ability to effectively negotiate complex agreements and excellent facilitation skills in order to build consensus.
12. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.
13. Must possess a valid class "G" Driver's licence and vehicle available for use as required.

SALARY:

Salary Grade 8

\$ per annum

Commented [HA1]: Salary to be updated

HOURS:

35 per week

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