

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(CORPORATE ASSETS & STRATEGIC PLANNING DIVISION - POLICY & PROGRAMS - LOCATION – 77 JAMES STREET NORTH, SUITE 400)

BUSINESS INITIATIVES CO-ORDINATOR – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Supervisor of Program Development, responsible for the negotiation, preparation and monitoring of the division's agreements; preparing, monitoring and updating the division's business plan; and leading business process reviews for various business units within Public Works. Provides project management services as required for strategic initiatives and pilot program development, implementation, and evaluation on behalf of the Department/Corporation. Acts as liaison with other departments and outside agencies as required.

Supports the administrator of the Public Works Emergency Operations Centre (PW EOC) in developing, monitoring, maintaining and coordinating all components of the Public Works' Emergency Management Program. Supports the development of, and maintains emergency planning and preparedness strategies to ensure a state of emergency readiness for Public Works staff and locations.

GENERAL DUTIES

Coordinates the negotiation, preparation and monitoring of the Strategic Planning Division's service agreements including, but not limited to the Creative Outdoor Advertising contract, and the Confederation Beach Park management agreement.

Coordinates rate reviews involving user fees, permits and cost recovery formulas to ensure the section is charging the appropriate fees for the services and programs it delivers.

Designs and conducts agreement performance reviews and audits to ensure compliance with agreement terms and conditions.

Provides project management services, including the management of consultants and contractors, contract administration and the ability to liaison with other departments and outside agencies.

Investigates and recommends innovative/creative policies and business processes for improving organizational effectiveness and efficiency. Identifies organizational problem areas and prepares background research.

Researches and develops divisional business cases related to service delivery and coordinates funding applications under eligible grant programs.

Assists sectional staff with the preparation of Requests for Quotations (RFQ), Requests for Information (RFI), Requests for Proposals (RFP), and Tenders.

Supports PW EOC administrator with conducting annual Emergency Management training and exercises for Public Works personnel who are assigned emergency response roles and for additional staff who may be called upon to assist in the Public Works response to a real or staged emergency.

Prepares reports and action plans to address issues impacting emergency preparedness, training, and education requirements for the Department. Prepares reports, briefing notes and after action reports on the state of emergency readiness for Public Works.

Builds staff capacity in support of disaster management operations by ensuring readiness through training opportunities, public awareness campaign and participation in emergency exercises.

Establishes and maintain effective working relationships with various internal stakeholders (i.e., procurement, legal, finance, etc.) and external stakeholders (i.e., the public, other municipalities, the provincial and federal governments, conservation authorities, private sector, etc.).

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.

Participates in the development of divisional policies and procedures, goals and objectives.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Demonstrated experience with the practices in public/business administration acquired through the completion of a University Degree in Public or Business Administration, Emergency Management, or the completion of a College Diploma in a related field plus related work experience, or a combination of education and relevant work experience.
2. Excellent verbal and written communication skills, with the ability to communicate effectively with all levels of staff, management, public/private sectors, and the public. Demonstrated ability to develop and present training/educational programs and/or workshops.
3. Previous project management experience in conducting business process reviews and developing policies and procedures. Demonstrated ability using project management principles/methodology to organize, prioritize and schedule work assignments.
4. Demonstrated experience in researching, analyzing, and interpreting statistical, financial and business practices information. Demonstrated skills in examining and re-organizing operations and procedures, formulating policies, developing and implementing new strategies and procedures.
5. Successful completion of emergency management training courses or programs offered by Emergency Management Ontario, Canada Emergency Management College, Disaster Recovery Institute Canada or other recognized agencies and related work experience considered an asset.
6. Knowledge in the development and implementation of emergency plans, procedures, training programs, and emergency exercises.
7. Excellent working knowledge of Microsoft Office Suite: Word, Excel, Microsoft Outlook, Access, and PowerPoint.
8. Must possess a valid Class "G" driver's Licence and have access to a personal vehicle (member of car sharing program is permitted).

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE