

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

GENERAL MANAGER'S OFFICE- LOCATION – 100 KING ST. W

SENIOR PROGRAM ANALYST – CORPORATE ASSET MANAGEMENT

SUMMARY OF DUTIES

Reporting to the Director Corporate Asset Management, the Senior Program Analyst - Corporate Asset Management provides leadership to subordinate staff in a multi-functional workforce engaged in delivery and direction of services to the public and internal clients. This role is responsible for supporting the implementation of an integrated business approach to corporate asset management City-wide. This involves engaging asset owners from across the organization on the evolution of managing all corporate assets cohesively, with the goal of following industry best practice related to asset management. This role is responsible for the planning and performance of operational reviews systems reviews, financial and special reviews and the undertaking of related policy development specific to asset management. The role will also be responsible for the preparation of draft reports of findings with appropriate recommendations related to corporate asset management activities, such as level of service, risk management and lifecycle management.

GENERAL DUTIES

Provide creative leadership and direction to staff. Promote teamwork and integration between internal and external parties participating in program initiatives.

Under the general direction of the Director Corporate Asset Management, conduct operational, systems and special reviews and policy development related to corporate asset management that includes the following:

Planning:

Support the creation of a sustainable governance framework for managing corporate assets that comprehends, interprets, and weighs factors such as strategic plans, organization objectives, business requirements, service levels, risk, and community needs against available financial resources to support cohesive informed and effective decision making across the City's corporate asset management portfolio.

Prepare the planning documentation related to asset management development and updates including determining the objective, scope as well as the nature, extent and timing of procedures; an estimate of time required; and a definition of staff resources to be utilized, for review and approval by the Director Corporate Asset Management.

Support the establishment of policies and strategies to facilitate asset owners to plan, design, construct, acquire, operate, maintain, renew, replace and dispose of corporate municipal infrastructure assets in a way that ensures sound stewardship of public resources while delivering effective and efficient customer service.

Performance:

Participate in the development of the Corporate Asset Management Plan as a recognized and consistent tool for making business decisions related to forecasting and budgeting activities. Support the development of financial strategies in partnership through the corporate capital budget process to ensure the long-term (up to 100 years) sustainability of City assets. Ensure compliance with sound financial and legal principles.

Undertake analysis and develop strategies to manage assets at the lowest lifecycle cost in consideration of risk.

Review, document and evaluate systems or situations, both in the performance of reviews and in the facilitation of Corporate Teams, including the collection, analysis and interpretation of information and data, assessing the adequacy and appropriateness of the data and the determination of necessary corrective action.

Complete reviews of the master planning process and recommend priorities in alignment with strategic objectives established by Council and senior leadership (such as asset productivity and asset performance) based upon available funding, risk and need.

Support informed decision making and planning with respect to sustainability of service, optimization of corporate assets while minimizing lifecycle costs, and risk mitigation and management.

Consult, advise, coach and mentor business units across the organization; function as an internal facilitator, ensure teams accomplish their tasks effectively, and work collaboratively; build consensus amongst asset owners across the corporation, encouraging collaboration to optimize resources allocated. Lead and facilitate leadership level discussions and agreement about the integration of plans, by leveraging the collective and diverse expertise of asset owners across departments and divisions, to jointly deliver on corporate objectives.

Monitor the implementation of process improvements and ensure that implementation issues are addressed.

Participate in Corporate Committees as required such as the Steering Committee, Asset Owner Team and implementation task teams as part of the asset management development process.

Participate in the development of a robust, transparent and defensible capital investment plan across all service areas by linking level of service targets, asset performance and risk assessment; promote teamwork and integration between asset owners and with other parties participating in cross-functional and cross-program initiatives.

Assist in the development and delivery of training to staff, as required, in the performance of asset management and other reviews.

Reporting:

Provide updates at regular intervals as required by Ontario asset management regulation O.Reg 588/17, or as requested by Council or senior leadership. Prepare reports detailing the work performed, findings or conclusions and appropriate recommendations and oversee the development and finalization of reports related to asset management regulations.

General Activities:

Monitor asset management and technology research, trends and developments with a focus on making recommendations to improve corporate asset management processes and practices.

Monitor and examine market conditions and emerging trends that impact the Municipal sector. Ensures compliance with Provincial and Federal statutes and regulations and Municipal bylaws and policies.

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. Significant experience related to the duties outlined above, normally accompanied by a University Degree in Engineering, Planning, Commerce, Finance, Business, Economics or related field or an equivalent combination of education and relevant work experience.
2. Completion of a Master's Degree in Business/Public Administration, Professional Accounting Designation, Certified Asset Management Professional (CAMP), P.Eng. or Project Management Professional Certification (PMP) is a valuable asset.
3. Significant experience in public infrastructure asset management, including industry best practices and their strategic applications and asset management business principles. Familiarity with ISO 5500 and Ontario Regulation 588/17 is required.
4. Progressive experience in strategic physical asset management (linear and vertical), project management and the development of prioritized, evidence-based capital, operational and maintenance budgets via asset level condition, risk and performance condition.
5. Proven ability to lead or function as a member of a team and build consensus amongst diverse cross-boundary teams. Strong conflict resolution, negotiation, mediation and facilitation skills.
7. Knowledge and understanding of business planning and budget preparation, including capital investment rationalization, asset operating and maintenance planning and lifecycle value analysis.
8. Must possess excellent interpersonal skills, with the ability to communicate effectively both verbally and in writing with a diverse group of stakeholders on a variety of issues. Experience making public presentations. Proven experience in providing strategic advice to senior leadership on policy and asset management issues.
9. Demonstrated ability to deal effectively with elected officials, representatives of other levels of government, management, asset owners, peers, staff and the general public. Well-developed presentation skills with the ability to articulate messages clearly and effectively to a variety of audiences
10. Experience working with Committees, stakeholder groups and professional organizations.
11. Strong organization skills and excellent analytical and problem-solving skills.
12. Demonstrated ability to take complex concepts and simplify them for wider understanding.
13. Possess a demonstrated record of strong leadership and guidance, technical competence, customer focus, innovation/creativity, team advocacy, staff delegation and empowerment, staff development, and be committed to results.

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