

## CITY OF HAMILTON

**PUBLIC WORKS DEPARTMENT**  
**(CORPORATE FACILITIES & ENERGY MANAGEMENT DIVISION – FACILITY PLANNING & BUSINESS SOLUTIONS SECTION – LOCATION – TIM HORTON'S FIELD)**

**PROJECT MANAGER COMPLIANCE & REGULATION**

**SUMMARY OF DUTIES**

Reporting to the Corporate Security Planning Specialist, this position is responsible for overseeing the organization's security governance, risk management, and compliance efforts. This role involves working as a team of security professionals while working closely with other departments and stakeholders to ensure the organization's data and assets are protected and compliant with relevant laws, regulations, standards, and best practices.

The Project Manager Compliance and Regulation is also responsible for ensuring compliance with the City of Hamilton's internal controls, regulatory and information security policies and procedures. This individual will ensure effective daily operation, develop and implement compliance improvement plans, keep up to date with industry standards and ensure that all team members are aware of the procedures to be followed to adhere to compliance requirements.

This position will utilize a high level of professional business insight and have highly effective relationship building and communication skills. This position will handle confidential security matters related to personnel security requirements.

**GENERAL DUTIES**

Implements security controls, risk assessment framework, and program that align to regulatory requirements, ensuring documented and sustainable compliance that aligns and advances security business objectives.

Evaluates risks and develops security standards, policies and procedures, and controls to manage risks. Improves security positioning through process improvement, policy, automation, and the continuous evolution of capabilities.

Updates security controls and provides support to all stakeholders on security controls covering internal assessments, regulations and protecting Personally Identifying Information (PII) data.

Documents and reports control failures and gaps to stakeholders. Provides remediation guidance and prepares management reports to track remediation activities.

Remains current on best practices and acts as the Corporate Safety & Security's resource for assessment and regulatory compliance.

Maintains records of FOI requests, contractual obligations and compliance activities.

Consulting with the legal department and advising leadership and management on compliance matters.

Developing and providing employee training on compliance policies, practices, and reporting systems.

Identifying, investigating, and reporting compliance issues, irregularities, and violations.

Consulting with the legal department and advising leadership and management on compliance matters.

Developing and providing employee training on compliance policies, practices, and reporting systems.

## **Job Description #: A14781**

Review and update policies and procedures related to the Corporate Safety & Security to ensure that they continue to meet the requirements of the Corporation and Department Standards, while maximizing the quality and efficiency of internal operations.

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

### **QUALIFICATIONS**

1. Previous experience in the areas referenced in the duties listed above, normally acquired through the completion of a Security Awareness Program or an equivalent combination of education and relevant progressive work experience.
2. Demonstrated knowledge of the Regulatory Authority's policies, processes, and procedures.
3. Excellent attention to detail and analysis abilities.
4. Highly organized and capable of prioritizing own workload.
5. Excellent problem-solving abilities.
6. Proficient with computer programs such as Microsoft Office.
7. Experience in a computerized environment. Intermediate knowledge of the Microsoft suite of software (Outlook, PowerPoint, Word and Excel).
8. Highly effective leadership, facilitation, presentation, interpersonal and organizational skills.
9. Strong verbal and written communication skills.
10. Excellent presentation, analytical, organizational, report writing, and interpersonal skills to communicate effectively with all levels of City staff, external consultants, and suppliers.
11. Ability to organize and prioritize multiple tasks/assignments in order to meet deadlines.
12. Demonstrated ability to work independently and in a team environment.
13. Self-motivated with results-oriented personality that works well in a fast-paced environment with multiple competing deadlines is required.
14. Possesses a high level of personal integrity and is an excellent communicator