



## **Job Title: PROJECT DIRECTOR STRATEGIC COORDINATION**

Job ID: 48825

Job Category: Project Management

**Division & Section:** Strategic Capital Coordination Office — Office of the Deputy City Manager, Infrastructure Services

Work Location: City Hall, 100 Queen St W, Toronto, M5H 2N1

**Job Type & Duration:** Temporary Vacancy, (24 months). This position offers the potential to become a permanent role.

Salary: \$140,350.00 - \$182,614.00, TM2491 and wage grade 9. **Shift**

**Information:** Monday to Friday, 35 hours per week Affiliation: Non-Union

Qualified List will be established to fill temporary positions.

**Number of Positions Open: 1**

**Posting Period:** 10-JUL-2024 to 31-JUL-2024

A new Strategic Capital Coordination Office (SCCO) has been created within the Office of the Deputy City Manager, Infrastructure Services to lead the capital coordination between all internal and external partners that have a role in construction of infrastructure impacting City rights-of-ways. This new Office will act as a liaison between city divisions, agencies, corporations and utilities to enhance capital coordination that will integrate a longer-term portfolio-wide view with the current capital coordination process.

As a senior member of the SCCO team, the Project Director is to provide strategic direction, leadership and operational support in coordinating for infrastructure planning, construction coordination and operational support for City divisions working within the areas of intensive urban growth and significant multi-jurisdictional construction activities, and in the planning, design and implementation of major infrastructure of key city-building initiatives which have a significant impact on infrastructure throughout the City of Toronto. To work with internal divisions, agencies (e.g. TTC) and corporate partners, as well as external partners including the Province, private sector organizations (e.g. developers, utilities), to negotiate, develop and communicate mutually accepted capital delivery coordination schedules over the full plan/ design/ build lifecycle of capital improvements.

### **Major Responsibilities:**

- Develops, designs and implements functional policies and programs that make major changes in overall business performance based on long-term needs. Contributes to the continuous improvement of divisional performance through analysis and the development and implementation of sound management practices and procedures, provides program management staff with direction and guidance, processes and tools to increase efficiencies, and improves the effectiveness of the services provided by this section.
- Directs, through subordinate management and unionized staff, all activities of the section, delegating management responsibility.
- Leads and motivates a diverse workforce, ensures effective teamwork, provides resolution to controversial labour relations issues, ensures high standards of work quality and organizational performance, continuous learning and encourages innovation in others.
- Develops, recommends and administers the annual budget for the unit, and ensures that expenditures are controlled and maintained within approved budget limitations.

- Ensures the effective administration of collective agreements and consults with Corporate Employee Relations when providing guidance and resolving employee relations issues. Provides various levels of staff with direction and process tools regarding Corporate and Divisional policies and procedures and legislative regulations ensuring consistent and timely implementation and adherence throughout the Division. May be required to participate in dispute resolution, the grievance procedure and arbitration.
- Oversees the coordination of multi-year, multi-jurisdictional infrastructure projects and programs that foster innovative partnerships with other governments, agencies, and private sector organizations, to ensure appropriate and timely planning, development, design, construction and operation of strategic municipal infrastructure, through various delivery models and leads the establishment of innovative partnerships between the City and other governments, agencies, and private sector organizations to ensure appropriate and timely planning, development, design, construction and operation of strategic municipal infrastructure including design-build and Alternative Financing and Procurement approaches. For projects delivered via Alternative Financing and Procurement: oversees the coordination of technical input to funding applications on behalf of affected City divisions in collaboration with Corporate Finance.
- Builds and maintains collaborative working relationships with senior leadership from divisional, agency (e.g. TTC) and corporate partners, as well as external partners, including the Province of Ontario (Metrolinx, Infrastructure Ontario, MTO, etc.), private developers, and private utilities.
- Develops project specific coordination procedures that will facilitate ongoing implementation of major capital projects at all levels between City divisions, agencies (e.g. TTC), and individual or groups of sponsors of large capital programs.
- Develops geographic area-specific coordination plans and procedures that facilitate ongoing implementation of major capital projects at all levels between internal and external partners responsible for large capital programs.
- Negotiates and establishes inter-agency agreements between the City of Toronto and external partners including the TTC, Province of Ontario (Metrolinx, Infrastructure Ontario, MTO, etc.), private developers, and private utilities. Mediates resolutions to sensitive construction scheduling and sequencing conflicts.
- Establishes, develops, maintains, monitors, and promotes a consistent Project Management Framework and Methodology for SCCO projects across the organization. Develops and maintains standard documentation templates for project management lifecycle, including templates for project charter, risk assessment, issues log and status reports.
- Coordinates the implementation of secondary plan master servicing strategies and sequences the municipal infrastructure construction to meet the changing development needs.
- Anticipates and identifies gaps in the City's understanding of the required construction needs, staging and sequencing. Engages appropriate internal/ external stakeholders to identify appropriate accountabilities and responsibilities for these gaps, and as needed, negotiates with funding sources to address these gaps.
- Develops organizational and strategic awareness of cross-corporate priorities and strategies to identify synergies and opportunities for coordination.
- Prepares comprehensive reports and presentations to Committees of Council and community groups.
- Provides updates and reports on project status, issues, deliverables and milestones to the Senior Management and Council.
- Manages project organization structures and systems including working groups, steering groups and committees as required.
- Ensures Senior Management receives integrated and consistent communications, issues management and responses to existing and emerging issues.

#### **Key Qualifications:**

1. Post-secondary education in a discipline pertinent to the position (e.g. Engineering, Planning, etc.) or equivalent combination of education and experience.
2. Considerable experience in a project management leadership role, including developing, coordinating and managing both short and long-term projects and initiatives with minimal direction, while developing partnerships and balancing a range of stakeholder interests in complex political environments.
3. Considerable experience managing multi-faceted complex infrastructure related projects

4. Extensive experience successfully working with a broad range of stakeholders within the City, its agencies, other levels of government, the private sector and community leaders, while balancing political, community and other stakeholder interests to achieve results.
5. Ability to lead and implement proactive and progressive organizational change in order to achieve desired results within critical timeframes.
6. Considerable experience leading, managing, coordinating, and motivating staff, conducting performance appraisals, managing labour relations matters and resolving conflicts.
7. Highly developed interpersonal skills, human relations, political acumen, negotiation and conflict resolution skills, with the ability to effectively communicate verbally and in writing at all organizational levels as well as the public.
8. Excellent analytical and problem-solving skills, oral/written communication skills.
9. Considerable experience in the development of capital budgets and operating budgets including developing, planning, costing projects and managing performance measures.
10. Ability to foster an organizational culture that emphasizes innovation, collaboration, transparency, accountability, and trust while promoting a strong code of ethics and integrity to support public service excellence.
11. Ability to support the Toronto Public Service values to ensure a culture that champions equity, diversity and respectful workplaces.
12. Ability to assess organizational needs and develop overall training and development plans.
13. Familiarity with complement management and workforce planning in a large organization.
14. Familiarity with municipal legislations including the Occupational Health and Safety Act, Collective Agreements and City of Toronto People, Equity & Human Rights Policies.

#### **How to Apply:**

For more information on this and other opportunities with the City of Toronto, visit us online at

<https://jobs.toronto.ca/jobsatcity/>. To apply online, submit your resume, quoting Job ID 48825, by Wednesday, July 31, 2024.

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