



CITY OF OTTAWA

General Manager, Planning, Real Estate and Economic Development

JOB SUMMARY

The Planning, Real Estate and Economic Development (PRED) department is responsible for the planning and delivery of growth activities for the City of Ottawa, including long range land use planning, the City's long-term transportation plan, the prioritization of transportation investments, development approvals, management and long-term strategies for the City's real estate portfolio, delivering on major city-building projects, and identifying opportunities to foster economic prosperity.

You are accountable for providing vision, leadership and strategic direction to the department, and planning, organizing, directing, controlling, evaluating and improving the development and delivery of departmental priorities, services, programs and operations.

You also:

- facilitate the development and implementation of cross-departmental synergies and corporate-wide organizational effectiveness, strategies and policies in collaboration with other members of the Senior Leadership Team, the City Manager and City Council
- ensure that the City's mission and core values and Council priorities and direction are incorporated into strategic and operational activities and services
- direct the Department's human resources, control the departmental budget, and represent the City in the community and with other stakeholders



KEY RESPONSIBILITIES

1. Member of Senior Leadership Team

- Serves as a member of the City's Senior Leadership Team as well as various working groups and committees dealing with departmental, cross-departmental and corporate issues and projects
- Advises and consults with the City Manager on departmental policy and strategic issues; contributes to decision-making and provides leadership in problem-solving City-wide issues
- Directly supports Council by actively working with members and participating at Council meetings
- Ensures that the department's business strategies, policies, programs, services and operations align with the vision and priorities of the corporation and Council, and reflect sensitivity to customer/client needs and political issues

2. Strategic direction, planning, evaluation and improvement of departmental priorities, services, programs and operations

- Directs the development and delivery of departmental priorities, services, programs and operations, and related business planning, policy, reporting, process and other frameworks
- Oversees the analysis and evaluation of emerging trends, standards and best practices, Council and corporate priorities, and the needs of clients/customers, staff and other stakeholders to capitalize on innovations and opportunities
- Responds to legislative and regulatory changes and provides related advice, guidance and support to Council and the City Manager
- Promotes a customer/client-centric approach, service excellence and continuous service improvement throughout the organization

3. Financial Planning

- Oversees the department's annual and long range fiscal planning, and the development of related budgets
- Manages and controls the departmental budget in accordance with prudent fiscal practices, Council direction and the City's budget plan
- Reports regularly on financial matters to the City Manager and Council



4. Internal/External Partners

- Interacts and benchmarks with representatives of other public and private sector bodies and related organizations
- Represents the City with the public, the media, external partners and clients as the principal authority for the department
- Liaises with other City departments, public and private industry representatives, organizations and associations to promote business opportunities and partnerships, and to resolve issues
- Provides a leadership role in developing harmonious relationships with union representatives by maintaining effective and collaborative stakeholder relationships in order to foster a climate that promotes the resolution of issues in a non-confrontational approach that focuses on mutual interests

5. Staff Management and Development

- Creates a work environment conducive to learning, empowerment, innovation, decision-making and appropriate risk taking
- Mentors and develops the next generation of leaders
- Provides leadership to develop, motivate and retain highly competent, innovative and qualified customer/client, service-oriented staff through selection, compensation, training and management practices that support the City's goals and values

6. Legislation and Corporate Policies

- Ensures that own work and the work of all employees is carried out in accordance with the Code of Conduct, applicable health and safety legislation, policies and procedures, and all other legislation, policies and procedures relevant to the work



EDUCATION AND EXPERIENCE

4 year degree from a recognized university in Urban Planning, Land Economics, Engineering, Business Administration, Public Administration or other related field.

Minimum of 10 years of experience in a relevant work environment, including a minimum of 5 years managing human resources, external contract resources, operating and capital budgets in a complex public organization or private sector corporation

LANGUAGE REQUIREMENTS

The City of Ottawa recognizes both official languages as having the same rights, status and privileges. The successful candidate should be proficient in English and French.

KNOWLEDGE

- The City of Ottawa, its operations and corporate governance structure
- Principles, practices, procedures, techniques, laws and regulations pertaining to the department's functions, programs, services and operations
- Relevant City codes, policies and procedures
- Public private partnerships and other alternate service delivery models
- Principles and methods of economic, financial, social and political risk analysis
- Considerable knowledge of current principles and practices of public policy and business administration
- The City of Ottawa's current social, political, business and economic climates
- Project management principles and practices
- Human resource management practices in a unionized work environment
- Organizational development, change and effectiveness practices
- Must be familiar with applicable health and safety legislation, have knowledge of any potential or actual danger to health or safety in the workplace, and have knowledge of appropriate actions to be taken in order to ensure the health and safety of staff in accordance with applicable legislation and City policies and procedures.

SKILLS, ABILITIES AND COMPETENCIES

Leadership Competencies

The key competencies that describe the skills and behaviours expected to be demonstrated by managers and supervisors at the City of Ottawa are available on Ozone. The seven Leadership Competencies, which align with Servant Leadership, are:

- Strategic Leadership - Sets/implements the strategic direction, understands internal and external trends, the political sensitivities of the organization and applies this knowledge to support the long-term vision and success of the City
- Demonstrates Business Sense – Understands the impact of decisions on the business and the ability to strive to improve business performance; requires an awareness of business issues, processes and outcomes as they impact the community, the City's reputation and strategic direction



- Builds Collaborative Relationships - Proactively communicates, builds and utilizes professional relationships and partnerships with all internal and external stakeholders
- Fosters Innovation and Change - Develops an environment that embraces innovation and efficiently integrates change into the organization
- Engages Employees - Leads, coaches, mentors and develops an engaged, diverse workforce of individuals and teams, where work is performed in a safe, respectful environment and successes are recognized and celebrated regularly
- Delivers Results - Creates effective plans and performance measures, holds themselves and others accountable for measurable, high quality, timely and cost-effective results
- Client-centric Focus - Serves the client interest through focusing individual, team and organization effort on identifying and meeting key and diverse client needs (the term "client" includes both internal and external clients)