

JOB POSTING

JOB ID #: 20195

Chief of Staff, Mayor's Office
City Council
Mayor's Office
City Hall, 71 Main Street West

NUMBER OF VACANCIES: 1 Full-Time Temporary

UNION/NON-UNION: Non Union Mgmt Professional

STATUS/LENGTH: Maternity Leave - 12 Months (with possibility of extension)

JOB DESCRIPTION ID #: 4995

VACCINE VERIFICATION - As a condition of employment, you are required to provide proof that you are fully vaccinated, or provide proof of valid exemption, satisfactory to the employer prior to your start date. You must acknowledge and agree to comply with any future vaccine policy requirements as an ongoing condition of employment at the City of Hamilton.

SUMMARY OF DUTIES

Reporting directly to the Mayor, the incumbent is the most senior advisor to the mayor and is the senior manager responsible for overseeing all aspects of the Mayor's Office.

This involves directing and coordinating the activities of staff in the Mayor's Office, ensuring a close working relationship with City Management and staff; and establishing and maintaining positive communications and relations with community organizations and the business community.

The Chief of Staff is charged with offering counsel to the Mayor on legislative, political and operational issues as well as the strategic planning and execution of the Mayor's programs and initiatives.

Regularly carries out government relations responsibilities with various levels of government politically and with ministry staff under the Mayor's direction.

CORE RESPONSIBILITIES INCLUDE:

Develop and implement strategic plans.

Responsible for an annual ongoing strategic communications plan related to intergovernmental affairs and communications roll-outs.

Working closely with the Mayor review policies reflecting the Mayor's mandate and initiatives; advise and brief the Mayor and her team on policy and legislative issues.

Ensure that the Mayor is appropriately advised and briefed on all internal and external issues and policies.

Promote and ensure effective communication through the Office and administration by communicating regularly with Mayor and staff in the Mayor's office, appropriate City staff, provincial and federal political and ministry offices with respect to Council's directives and the Mayor's initiatives.

Request and review correspondence, briefing materials and proposals reflective of the Mayor's initiatives in relation to Intergovernmental Affairs.

Oversee matters relating to issues management within the Office of the Mayor through appropriate resolve and consultation with the Mayor.

Pursue and promote innovative ideas and opportunities.

Maintain and carry out actions resulting from Council and Committees.

Direct, plan, and control all activities of the Office including dealing with all staffing issues, absences, illnesses, and vacation.

Responsible for hiring new staff and contracting with consultants as required in the Mayor's office. Provide leadership and direct supervision to staff and conduct performance reviews. Directly monitor and conduct quality assessments on consultant work.

Create work environment conducive to productive and effective teamwork.

Establish work procedures to improve effectiveness of operations.

Prepare and manage the budget for Mayor's office in consultation with Mayor and approve all expenditures within signing authority.

Represent the Mayor's office on various internal Council and external community committees.

As required, research, develop, and write communications materials including speeches, media releases, key messages, articles, etc. for use at public events, forums, and Mayor's website. Write reports. Correspond with internal and external stakeholders.

Adhere to all communications policies such as advertising, sponsorship, and City protocols.

Ensure that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensure that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensure that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate policies and procedures.

Perform other duties as assigned by the Mayor which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Qualifications and experience which enable the incumbent to perform (carry out) the duties and core responsibilities of the position as described.
2. Progressive management experience in Government administration
3. University Degree in a related field from a recognized university or an equivalent combination of education and related work experience.
4. Extensive Government administration experience, exceptional strategic thinking, issues management, presentation and communication skills and political acuity.
5. Superior report writing skills. Highly effective communications skills with the ability to speak confidently to a variety of audiences.
6. A strong project management and research skill along with superior public relations attributes.
7. Must possess demonstrated ability to build strong partnerships with stakeholders.
8. Ability to manage change and influence the direction of the City on behalf of the Mayor.
9. Ability to effectively manage large and complex projects.
10. Demonstrated ability to lead and manage the performance of professional and administrative staff.
11. Ability to work effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
12. Demonstrated facilitation skills to build consensus.
13. Media relations or a degree in communications would be an asset.

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

Disclaimer:

Be advised that Human Resources frequently audits resumes of internal/external applicants to ensure/validate information provided is consistent and trustworthy. Falsification of information provided at any time throughout the recruitment process may be grounds for disqualification, and for internal applicants, subject to discipline up to and including termination.

Terms:

The City is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Consistent with our Values and Corporate Culture Pillars, the City of Hamilton is committed to providing equitable treatment to all with respect to barrier-free employment and accommodation without

discrimination. The City will provide accommodation for applicants in all aspects of the hiring process, up to the point of undue hardship. If you have an accommodation need, please contact Human Resources as soon as possible to make appropriate arrangements.

We invite you to visit the departmental webpage to obtain further information on the culture and business of this department.

The incumbent shall comply with all Health and Safety Policies and Practices for this position and the workplace.

It is the responsibility of the applicants to ensure that their application reaches Human Resources by the closing date or they may not be considered. It is also the responsibility of applicants to supply qualifications, licences and related experience relevant to the qualifications outlined above for this competition as directed. On the basis of the criteria set out above, this posting is open to all applicants

The statements made by me are true, complete and correct to the best of my knowledge. I understand that any falsification of statements, misrepresentations, deliberate omission or concealment of information may be considered just cause for discipline, up to and including termination for internal applicants and disqualification for external applicants.

Please apply on or before: Tuesday, February 28, 2023 at 11:59pm at www.hamilton.ca/careers and reference Job ID: 20195.