



Exhibition Place

JOB OPPORTUNITY - AMENDMENT

JOB TITLE: Director, Stakeholder Management
and Projects

JOB TYPE: Permanent

HOURS OF WORK: 35 hours/wk.

SALARY RANGE: \$115,299 - \$145,409/yr.

POSTING DATE: October 1, 2019

CLOSING DATE: October 14, 2019

Reporting to the Chief Executive Officer, the Director of Stakeholder Management and projects is a member of the Senior Management Team, and will be responsible for the Human Resources Division, coordination of Labour Relations, lead strategic planning and community engagement, lead special projects, and will support the CEO with inter-governmental collaborations and Board report preparation.

Major Responsibilities

- Lead complex strategic policy development, planning, and research initiatives aligned with the Exhibition Place Strategic Plan to address Board of Governors and City Council priorities. Include the investigation of new and non-traditional approaches recommending new ideas for consideration of the Board resulting in improved performance, stakeholder and community relations, collaborative proposals, and alternative service delivery options.
- Lead, develop and assist in the implementation of the Exhibition Place Strategic Plan through a consultative process that involve all stakeholders and aligns with business performance based approaches that focus on promoting sustainability, innovation, and value driven practices.
- Provide advice and make recommendations on confidential financial policy and program decisions to the CEO to achieve strategic sustainability, and maintain priority service levels such as allocation of human resources, strategies for meeting business objectives, identifying human resource service efficiencies, and alternative service delivery initiatives.
- Prepare Board reports in consultation with the CEO and assist staff in preparation of Board reports.
- Develop, recommend, and administer the annual operating budget for the Office of the CEO, and ensure that the Division's expenditures are controlled and maintained within approved budget limitations.
- Lead the Human Resource (HR) Division ensuring effective teamwork through staff engagement and the recognition program, coordinate labour relations issues leading to effective resolutions, promote organizational performance, and continuous learning and innovation in others.
- Co-ordinate the effective negotiation of all Collective Agreements with the assistance and guidance of Lead Senior Management Team Members.
- Design, implement, and lead horizontal initiatives and structure to maximize the efficacy of the Exhibition Place operating model reducing silo mentality.
- Perform other duties as assigned.

Required Qualifications

1. Extensive management experience in providing strategic leadership and strategic planning in a large public service agency or public service department with specific expertise in community and stakeholder engagement.
2. Extensive customer service leadership experience and community engagement in a complex legislative and unionized environment with a solid track record of change management in managing complex assignments, including policy and program development, from inception through to implementation while balancing political, community and other stakeholder interests.
3. Extensive experience in labour relations and collective bargaining.
4. Considerable experience leading, motivating and inspiring large diverse teams to maximize their potential and commit to achieve outstanding results.
5. Proven record of strategic policy development and planning obtaining approvals in a government setting.
6. Knowledge of municipal governance structures, services and programs, and municipal relationships to other levels of government and community.
7. Knowledge of programs and services required to support policy development initiatives, with the capacity to understand complex operating and policy issues, evaluation frameworks, program interrelationships, and the potential consequences of intended policy action.
8. Superior communication skills, both verbally and written at all levels of the organization and to forge solid internal and external relationships.
9. Excellent interpersonal, conflict resolution, negotiating and problem solving skills. Ability to establish effective and strong working relationships and trust with multiple stakeholders including employees, client divisions, outside agencies, community groups, politicians, and other orders of government.

10. Ability to work in a highly demanding environment with many competing priorities and deadlines.
11. Ability to develop and administer budgets to ensure unit fiscal accountability and effective use of resources.
12. Post-secondary education or equivalent in a discipline pertinent to the job function combined with relevant management training experience, or equivalent combination of education and experience.
13. Knowledge of relevant collective agreements, employment legislation, Employment Standards Act, Human Rights Act, and Occupational Health and Safety Act.

How to Apply:

To apply for this position, mail, fax or e-mail your resume/application and cover letter which describes your qualifications in relation to the qualifications required to: Human Resources Division, 100 Princes' Boulevard, Suite 1, Exhibition Place, Toronto, Ontario, M6K 3C3. Fax (416) 263-3690 or by e-mail to humanresources@explace.on.ca

Equity, Diversity and Inclusion:

Exhibition Place is committed to fostering an inclusive, accessible environment where all employees and members of the public feel valued, respected and supported. We are dedicated to building a workforce that reflects the diversity of the public and the communities in which we live and serve.

Accommodation:

If you are an individual who requires accommodation to apply to this position, due to disability under the Ontario Human Rights Code, please email us at humanresources@explace.on.ca quoting job title and closing date. Exhibition Place is committed to providing Code-protection accommodation throughout its hiring process.

We thank all applicants, however, only those who meet the minimum qualifications will be considered for review.