



Project Manager, Strategic Planning

CreateTO, launched on January 1, 2018, is a new municipal government agency established to manage the City of Toronto's real estate portfolio. **CreateTO** works collaboratively with City stakeholders, external partners and community members to create more livable, sustainable and inclusive communities. The agency will enable the City, for the first time, to adopt a strategic city-wide approach towards the delivery of real estate solutions to promote a balance of community and economic benefits.

The Opportunity

As the **Project Manager, Strategic Planning** you will join the CreateTO team to provide corporate support, coordination and leadership for the City's Rail Deck Park project and related major initiatives.

In this role you will provide general project support with involvement in various focus areas, including planning and design, real estate, engineering, finance and legal matters. You will develop and manage relationships with key stakeholders and partners and lead or assist with the implementation of project tasks, structures, and processes.

The **Project Manager, Strategic Planning** role involves the following core competencies:

- **Relationship Building & Communication** to foster trust and communication with internal and external partners and stakeholders; to gather and record input from and share information with partners, stakeholders and the general public; to proactively pursue solutions and resolve issues; to communicate effectively to a range of different audiences through written material (briefing notes, reports, decks), informal briefings and structured presentations. (Graphic skills an asset but not mandatory.)
- **Strategic Thinking** to make connections across disciplines in order to identify and address opportunities and challenges; to provide strategic advice with regard to a range of relevant considerations.
- **Project Organization and Management Skills** to provide project management tracking, research, meeting management, day-to-day coordination and technical support for meetings and activities; to assist in retaining and coordinating the work of consultants; to track and monitor corporate and consultant activities against timelines, milestones and budget requirements.
- **Technical Knowledge, Research & Analysis** to assist with the preparation and review of technical materials, studies, drawings, specifications, and cost estimates; to conduct research and analysis into assigned areas with regard to developments in the field, corporate policies and practices, legislation and initiatives by other levels of government.

Qualifications

- Considerable experience coordinating, supporting and facilitating small and large scale projects and communication to a range of different stakeholders.
- Post-secondary education in a professional discipline pertinent to the job function or the equivalent combination of education and/or experience.
- Excellent communication (verbal and written), organizational and presentation skills.
- Strong interpersonal skills and ability to collaborate across disciplines and organizations.
- Experience applying project management principles and methodologies, developing and using project and change management tools, and tracking and reporting on project status.
- Exceptional analytical, organization and research skills which enable you to bring best practices and identify opportunities for innovative project delivery.

- Ability to work effectively in a complex, multi-stakeholder and politically-sensitive environment.
- Ability to thrive in an organizational culture that emphasizes innovation, continuous learning, collaboration, transparency, accountability and trust, with a strong code of ethics and integrity to support public service excellence.
- Ability to contribute to an equitable, diverse, and respectful workplace; to support service excellence and promote the mission and mandate of CreateTO.

CreateTO is committed to fostering a positive and progressive workforce. We provide equitable treatment and accommodation to ensure barrier-free employment in accordance with the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act. Candidates can request accommodation related to the protected grounds at any stage of the hiring process.

Interested and qualified candidates are requested to send their resume and cover letter in confidence to careers@createto.ca quoting the job title in the subject line by Monday, February 25th. Only those individuals selected for an interview will be contacted. No agencies at this time please.