

Job Title: DIRECTOR POLICY & STRATEGIC SUPPORT

- **Job ID:** 48976
- **Job Category:** Policy, Planning & Research
- **Division & Section:** Toronto Building, Policy & Strategic Support
- **Work Location:** City Hall, 100 Queen St. West
- **Job Type & Duration:** Full-time, Permanent Vacancy
- **Salary:** \$160,462.00 - \$207,027.00
- **Shift Information:** Monday to Friday, 35 hours per week
- **Affiliation:** Non-Union
- **Number of Positions Open:** 1
- **Posting Period:** 03-OCT-2024 to 17-OCT-2024

Toronto Building is undergoing a comprehensive transformation to become a modern, client centric organization. As Canada's largest municipal building regulator, the Division is critical to Toronto's success and prosperity. Its core services issuing building permits and inspecting construction ensure that Toronto's built environment is safe, accessible, and sustainable.

Join Our Team as Director of Policy & Strategic Support at Toronto Building!

Are you ready to take the helm of our newly formed policy and strategic support team? As the Director of Policy & Strategic Support, you will lead the strategic policy, planning, and research initiatives that shape the future of Toronto Building. In this dynamic role, you'll be at the forefront of developing innovative plans and strategies, leveraging business intelligence, and driving impactful research activities. You'll collaborate with a diverse range of internal and external partners, guiding corporate and divisional policy development through special projects and strategic engagement. Bring your vision and expertise to our team and help us build a brighter future for Toronto!

Areas of major responsibility will include but are not limited to:

Team Leadership

- Guides and motivates a diverse workforce, fosters effective collaboration, ensures high standards of work quality and organizational performance, promotes continuous learning, and encourages innovation in others.
- Provides leadership and support for complex organizational and management change initiatives to drive the creation of a high-performing workplace environment.
- Recommends and directs the development and implementation of Divisional focused training.

- Fosters an organizational culture that emphasizes innovation, continuous improvement, collaboration, transparency, accountability, and trust while promoting a strong code of ethics and integrity to support public service excellence.

Policy and Program Implementation

- Deliver strategic advice and leads the research, analysis and evaluation of issues concerning regulatory policy and by-law impacts, ensuring that all necessary inputs, including partner meetings and consultations, are conducted, and reports to standing committees and City Council are completed in a professional, thorough, and timely manner.
- Develops the overarching policy framework for the Division, ensuring that the needs and deadlines of both internal and external partners are met. Conduct management reviews and policy development in a thorough and proactive manner to guarantee proper issue identification.
- Collaborates or takes the lead in a broad range of legislative and policy initiatives undertaken by the City and other levels of government.
- Provides leadership for service planning, program standards and quality assurance activities in the Division, and assists in the management of audits and escalated complaints/issues management.

Strategic Advice and Council & Stakeholder Engagement

- Oversees the monitoring of City Council, Community Council, and other committee agendas to ensure that the Division's direction is identified, analyzed for its impact, and that appropriate responses, including reports, are submitted professionally, thoroughly, and in a timely manner.
- Provides strategic guidance and support in creating comprehensive program strategies which encompasses e.g. policy and procedure development. Speak on behalf of the Division at City Council, Community Council, Standing Committees, and administrative bodies, as required.

Key Qualifications:

1. Post-secondary education in a discipline pertinent to the job function (e.g. Public Administration/Public Policy, Urban Planning, Business Administration) or equivalent combination of education and experience.
2. Extensive management experience in a large organization, with expertise in the formulation and implementation of a bylaw framework, policy development, research, and project/issues management.
3. Experience leading proactive and progressive change in order to redesign and implement business processes, policies, and strategies to facilitate improvements within critical timeframes within a large complex organization. This includes effectively managing diverse stakeholder needs and navigating a complex unionized and political environment.

4. Highly developed communication skills both orally and in writing at all levels of the organization, including the political level and the media, and prepare reports and presentations.
5. Demonstrated senior decision-making skills with a track record of innovation and results oriented leadership
6. Demonstrated experience to motivate a diverse workforce with a strong ability to foster teamwork, manage change and establish and operate in an environment that promotes excellence.
7. Working knowledge of relevant legislation, municipal programs and services required to support policy development initiatives.
8. Knowledge of relevant collective agreements, employment legislation, including Employment Standards Act, Human Rights Act, Occupational Health, and Safety Act

Equity, Diversity and Inclusion

The City is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness that reflects the diverse residents that we serve. Learn more about the City's commitment to employment equity.

Accommodation

The City of Toronto is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. Disability-related accommodation during the **application process** is available upon request. Learn more about the City's Hiring Policies and Accommodation Process.