

<b>TITLE:</b>	PROJECT COORDINATOR – WATERFRONT AREA PLAN IMPLEMENTATION
<b>DEPARTMENT:</b>	OFFICE OF THE CAO
<b>DIVISION:</b>	OFFICE OF THE CAO
<b>CATEGORY:</b>	EXEMPT
<b>BAND:</b>	5

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### GENERAL ACCOUNTABILITY

Reporting to the Chief Administrative Officer, this position leads the implementation of the Town's waterfront development plan. The position is responsible to ensure deliverables are completed in the accordance with milestones outlined in the Waterfront Area Plan implementation schedule. The incumbent must manage relationships and provide leadership, supervision, guidance and oversight to an array of colleagues, partners and consultants, and navigate and coordinate approval processes and technical requirements necessary to implement the plan.

### JOB CONTEXT

On a regular basis the Project Coordinator interacts with senior leadership, administrative support, and varying external consultants. This role has considerable independence, but requires frequent reporting to, and interaction with, elected officials from the Town and Stz'uminus First Nation, the general public, higher levels of government, the development and real estate industry, consultants, legal counsel, and other key stakeholders. This role may require provincial travel. The incumbent will work remotely, but will be required to regularly attend meetings and site visits in Ladysmith.

### PRIMARY DUTIES AND ACCOUNTABILITIES

- Support the Chief Administration Officer and varying internal clients, to create, leverage and maintain relationships necessary to implement the waterfront development plan including those with the Stz'uminus First Nation, other levels of government, senior leadership, Ladysmith residents, council, business partners and various Ladysmith staff and consultants.
- In alignment with the Town's strategic priorities, coordinate the waterfront development business plan including the identification of significant and early revenue generating development opportunities.
- Work with necessary parties to develop a joint partnership between the Town of Ladysmith and Stz'uminus First Nation, including a marine services centre.
- Pursue federal, provincial and other funding sources such as grants and crown land grants. Leverage resources to maximize funding opportunities.
- Navigate a multitude of required approvals to obtain key municipal, federal and provincial approvals necessary to move the project forward including subdivision, rezoning, contaminated sites and federal/provincial approvals related to foreshore and harbor redevelopment.
- Ensure the prudent and effective use of financial resources in the management and delivery of the implementation plan.
- Assure project targets and milestones are met through comprehensive, accurate and transparent reporting of key performance indicators.
- Simultaneously, manage and coordinate the work consultants working in a variety of subspecialties including legal counsel, appraisers, surveyors, engineers, contaminated sites specialists, biologists, designers and heritage conservation experts. Review submittals and ensure alignment of requirements to drive successful implementation of the plan. Negotiate contracts and work plans strategically for cost effectiveness and timely completion of project milestones.



- Anticipates and identifies circumstances that require external consulting or legal expertise and facilitates acquisition of these services.
- Strategically plan deliverables and tasks to anticipate and avoid roadblocks and maximize cost effectiveness and timely implementation of the plan. Maintain project focus to avoid scope creep and create concrete solutions that drive tangible, on-the-ground results.
- Meet project milestones on or before scheduled completion dates.
- Design and facilitate effective stakeholder engagement, utilizing appropriate techniques for the project phase and maintaining an implementation focus.
- Support the creation and maintenance of the Waterfront Development plan budget including producing annual cost estimates and identifying major expenses and revenue sources.
- Coordinates the severance and sale of Town-owned lands including overseeing the work of real estate professionals and negotiations, balancing fair value with waterfront plan objectives.
- Works with legal counsel to ensure compliance with applicable legislation, protect the Town from liability, execute legal instruments and protect the Town's financial interests.
- Perform all work in accordance with the Town of Ladysmith's Occupational Health & Safety Program and relevant legislation.
- Report regularly to Council's Waterfront Development Committee – with members of Stz'uminus First Nation, Council and community members.
- Other related duties as required.

#### **REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITY**

1. A University degree in a relevant field such as engineering, architecture, landscape architecture, urban planning, real estate economics, project management or a related field of study and at least 5 years of experience on major redevelopment projects. An equivalent combination of education and experience may be considered.
2. Demonstrated understanding of and an ability to navigate municipal, federal and provincial approval processes for developing contaminated sites, foreshores, land and harbors.
3. Demonstrated experience working with all levels of government and First Nations.
4. Ability to facilitate RFP and similar processes for selecting consultants, developers, land purchasers and other services.
5. Ability to analyze complex situations and/or technical information, determine appropriate courses of action and subsequently, prepare clear, concise, complete reports for discussion and informed decision making.
6. Experience with real estate and land development processes and urban planning principles.
7. Ability to weigh different project objectives relating to infrastructure, heritage revitalization, remediation, sustainable development and formulate balanced and practical recommendations that obtain buy in from stakeholders and approval authorities.
8. Ability to anticipate and manage inquiries from senior management, citizens and Council.
9. Conflict resolution, negotiation and issues management acumen.
10. Political awareness and a broad understanding of the municipal government environment.
11. Blend of leadership, management, entrepreneurship/innovation and technical attributes.
12. Understanding of financial management principles including; the preparation and management of capital budgets, cost estimating, and variance reporting.
13. Demonstrates attention to accuracy, completeness and timeliness in tasks, approaching work in a disciplined and orderly fashion.
14. Demonstrated initiative with specific direction; completing tasks by removing barriers and locating necessary resources.
15. Demonstrated ability to communicate effectively in a wide variety of situations applying diplomacy and interpersonal skill to establish and maintain productive relationships.
16. Demonstrated high level of focus on internal and external client service continuously seeking ways to meet and exceed expectations.

17. Demonstrated ability to work cooperatively within a team and with Town employees, stakeholders and partners to achieve optimal results.
18. Demonstrates valuing diversity.