



## Manager, Strategic Initiatives

**Position Type:** Permanent Full-time

**Location:** Port Elgin, Ontario

**Salary:** Under Review

### Who We Are:

The Town of Saugeen Shores is a community poised for growth, with careful attention to all we value: our beautiful natural environment, our waterfront and beaches, our community spirit and sense of pride, our inspired residents and valued visitors. We work collectively, collaboratively and positively to benefit all who choose to visit the Town of Saugeen Shores or call it home.

Located on the shores of Lake Huron, the Town of Saugeen Shores, values work-life balance and offers competitive compensation, flexibility in work schedules and opportunities for career development and growth. Our goal is to attract, develop and retain a highly engaged and talented workforce, while promoting a culture based on our core values of Trust, Respect, and Teamwork.

### About the Role:

We are seeking a dynamic and highly motivated **Manager of Strategic Initiatives** to lead a strategic portfolio to develop a culture of planning and operational excellence. As Manager of Strategic Initiatives, reporting to the Chief Administrative Officer (CAO), you will oversee a wide range of projects driven by the Council/Staff work plan and other areas identified as priorities for the municipality. You will be responsible for economic development, tourism, corporate communication and public engagement, and municipal innovation portfolios. You bring creative and critical thinking to solve problems and identifying solutions.

### Responsibilities:

- Lead strategic initiatives and serve as a key Strategic Advisor to the Chief Administrative Officer.
- Support the CAO in the implementation, management and annual reporting of the corporate strategies and business plan. Undertake corporate wide benchmarking activities to support strategy development, implementation and organizational effectiveness.
- Respond to Council inquiries/concerns and manage competing interests and priorities with a high degree of political acuity
- Represent the Office of the CAO by observing & participating on committees, task forces, community forums, fostering positive working relationships within and outside the organization and identifying new opportunities for partnership or collective action on common objectives/initiatives.



- Lead and direct Economic Development, Communication and Innovation teams to support corporate goals and oversee Division capital and operating budgets.
- Drive municipal innovation through surveys, focus groups, conversations and utilizing other tools to gather input from both internal and external stakeholders.
- Direct and coach staff with a goal toward continuous improvement and advancement of corporate initiatives.

### **What you bring to the role:**

- **Strategy Management:** You have proven experience in strategy development, implementation and measurement.
- **Project Management:** You have experience prioritizing and managing competing high priority projects. You are able to plan, prioritize, and execute projects from ideation to completion.
- **Communication:** You are able to effectively and confidently communicate with others and provide detailed reports that are professional, well researched and suited to the needs of the audience.
- **Innovation:** You have proven experience in successfully leading innovation and the process of creating, implementing, monitoring and evaluating corporate strategic plans and initiatives with proven results.
- **Stakeholder Management:** You are able to work effectively across internal and external stakeholders including Council, various Community Groups and volunteers in building successful community partnerships.
- **Critical thinking:** You have highly developed critical thinking, research, writing, analytical, and data analysis skills.
- **Planning and Leadership:** You are driven and highly motivated to lead others with a focus on maximizing organizational performance and continuous improvement.
- **Interpersonal Management:** You exhibit strong interpersonal skills and are effective at building relationships, networking, and facilitating and collaborating with others.
- **Resourcefulness:** You demonstrate a personal orientation toward action and accepting responsibility for the results. You have excellent time management skills and can work autonomously and seek out resources independently with limited direction.

### **Education/Specialized Training:**

- 8 years of relevant progressive experience including 5 years of municipal management experience.
- Post-secondary diploma or degree in related field such as public administration, political science, business, communication, organizational development or marketing.
- Certificate in Economic Development and/or EcD professional designation preferred.



- Successful completion of a Master Degree; preferably a Master of Public Administration (MPA) is considered an asset.
- Training in public policy, corporate strategy and performance measurement and reporting highly desired.
- Experience working within a public sector environment is considered a strong asset.

#### **What we can offer you:**

- Comprehensive extended health and dental benefits for you and your family and enrollment in a defined benefit pension plan;
- Generous number of vacation days each year;
- A flexible work schedule;
- Access to an Employee and Family Assistance Program;
- A passion for investing in our workforce through continuous learning and development; and
- A supportive and collaborative work environment exhibiting behaviours of trust, respect and teamwork.

#### **Application Process:**

Qualified applicants are invited to apply online at the Town of Saugeen Shores Careers section of our website at [www.saugeenshores.ca](http://www.saugeenshores.ca) by the application deadline. We thank all candidates for their interest; however only those selected for an interview will be contacted.

**Application deadline:** Friday, October 29th, 2021 at 4:30 pm

The Town of Saugeen Shores encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the hiring process. Any information received relating to accommodation will be addressed confidentially.

All information collected is in accordance with the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990* and will be used for the purpose of this employment opportunity only.