Halifax Regional Municipality (HRM) is inviting applications for the permanent position of **Coordinator** in Parks and Recreation. We encourage applications from qualified African Nova Scotians, racially visible persons, women in non-traditional positions, persons with disabilities and Aboriginal persons in the workplace. HRM encourages applicants to self-identify.

Under the direction of the Director of Parks & Recreation (P&R), the Coordinator provides facilitation, project management, report preparation, research and evaluation services. The Coordinator oversees the development of the annual business plan in accordance with corporate planning policies and cycles. The Coordinator is also responsible for developing and maintaining key performance indicators, policy framework and business strategies in support of P&R operations and administration.

DUTIES AND RESPONSIBILITIES:

- Coordinates annual budget and business planning processes for P&R collaborating with P&R Senior Management Team, corporate planning staff, and other HRM business units;
- Monitors status of annual business plan goals and objectives, identifying any potential risks to achieving desired outcomes to P&R Senior Management Team;
- Creates and maintains key performance indicator dashboard for P&R;
- Monitors corporate initiatives and strategic planning (Regional Planning, Corporate Scorecard, Council Focus Areas, EMT priorities, etc.) and advises P&R Senior Management Team regarding the possible implications for P&R;
- Advises P&R Senior Management Team on policy issues. Conducts research and coordinates the development of business unit policies and operating guidelines;
- Develops evaluation processes to ensure department policies and operating guidelines are being followed and achieving desired outcomes. Makes recommendations and revisions as necessary in consultation with P&R Senior Management Team;
- Leads policy implementation processes and prepares change management and communication plans to ensure stakeholders have the required information, tools and training required to meet the stated objectives of the new or revised policy;
- Manages special projects and corporate initiatives, completing them on time, within budget, and in accordance with the established scope of work;
- Acts as a liaison to support inter-business unit cooperation, facilitating and building effective working relationships to promote cross-functional teams and collaboration. Participates on corporate and/or strategic committees where the mandate or work may have implications for P&R;
- Collects and analyses information and presents findings on complex issues relating to business unit responsibilities;
- Conducts or coordinates research as required and prepares reports and recommendations to P&R Senior Management Team;
- Facilitates effective planning processes, action result based plans, maximizes use of available resources, uses innovation to access new resources, monitors results and adjusts accordingly;
- Reviews Council reports and submissions of information to Councilors to ensure that the messaging is consistent and reflects the goals and strategic direction of P&R;
- Leads special projects as may be assigned by the Director.

QUALIFICATIONS

Education & Experience:

- Undergraduate degree in Public Administration, Business Administration, or a related field. A suitable combination of education, training and experience may be considered.
- Experience managing administrative and technical projects/functions, with focus on results, is required.
- Experience managing complex, multi-stakeholder projects with strict deadlines is required.
- Experience in business and budget planning is required.
- Demonstrated facilitation, collaboration, consulting, consensus-building, and interpersonal skills.
- Demonstrated understanding of the need for high degree of confidentiality and discretion.

Technical/Job Specific Knowledge and Abilities:

- Knowledge of HRM policies and procedures, business practices, organizational structure.
- Knowledge of policy development processes, research methods, policy analysis, and implementation of best practices.
- Knowledge of business planning processes, including development of Key Performance Indicators.
- Excellent written and verbal communication skills.
- Advanced presentation skills; must be capable of producing professional quality reports and presentations.
- Ability to coordinate multiple initiatives and activities in a rapidly changing environment which may include coordinating organizational support for large scale emergencies.
- Must be able to deal effectively with the public and elected officials.
- Proficiency with software applications including Microsoft Outlook, Word, Excel, Access, PowerPoint, and Visio is required.

Security Clearance Requirements: Applicants may be required to complete an employment security screening check.

Please note - Testing may be conducted as a component of the selection process to assess technical and job specific knowledge. Candidates, who are selected for testing, may be tested in a group setting, scheduled at the employer's discretion.

COMPETENCIES: Achievement Motivation; Analytical Thinking; Communication; Customer-Service; Flexibility; Impact & Influence; Initiative; Networking/Relationship Building; Organization and Planning; Organizational Awareness; Managing Change; Valuing Diversity

WORK STATUS: Permanent, full time.

HOURS OF WORK: 8:30 a.m. to 4:30 p.m., 35 hours/week

SALARY: P2 $65,000 - 95,000, salary will commensurate with experience.

WORK LOCATION: 40 Alderney Drive, 6th Floor

CLOSING DATE: Applications will be accepted up to 14 November 2017 Midnight,

During the recruitment process, applicants have the right to request accommodation. Applicants invited to participate in an assessment process (such as an interview or testing) and who require accommodation, should discuss their needs with the Recruiter when invited to the assessment process.

Qualified HRM retirees may also be considered for competitions. In these circumstances, a form of employment may be offered, including term and/or contract employment.

(position # 72289777)