

DIRECTOR, Growth and Sustainability



Position Synopsis and Purpose

(A position overview and how it connects to the big picture)

The Director, Growth and Sustainability is a key leader shaping West Lincoln's future by driving development opportunities and establishing a vision to grow the community's economy and population toward 40,000 over the next 20 years. This role collaborates with the development industry, community, and agricultural stakeholders to ensure balanced, sustainable growth, preserving agricultural lands.

As part of the Senior Leadership Team and reporting directly to the CAO, the Director oversees the Planning, Building, and Civil Land Development Engineering Divisions and leads initiatives in Economic Development, Environmental Planning, and Climate Change. The Director assesses departmental performance against benchmarks, ensures compliance with policies, and provides strategic insights for the municipality's long-term goals.



Major Responsibilities

(What this position does and how they allocate their time)

Description	Approx. Time Spent (%)
<p>Strategic Visioning</p> <ul style="list-style-type: none"> • Refine and articulate a vibrant, long-term vision for the municipality that aligns with community values and growth objectives • Foster strong relationships with developers, landowners, and industry stakeholders to identify and promote strategic development opportunities. • Champion initiatives that ensure the sustainability of agricultural lands, working closely with the agricultural community to establish practices that support both growth and environmental stewardship. • Develops and negotiates solutions to community servicing challenges along with responding to existing and emerging issues. • Leads innovative approaches and provides direction to achieve high quality services in accordance with Council's Strategic Priorities. • Manages and presents recommendations on Growth and Sustainability activities, projects and initiative to Council. • Develops and implements both short and long-term objectives, the strategic mission and goals. 	<p>25%</p>

Description	Approx. Time Spent (%)
<p>Leadership & Staffing</p> <ul style="list-style-type: none"> • Oversee and direct the department as composed of the following divisions: Planning, Building, and Civil Land Development Engineering. • Provides leadership, support, advice and motivation to staff both within the Department of Growth and Sustainability and in inter-departmental teams while developing, recommending, establishing, and executing policies, programs and services in regular consultation with Council, stakeholders and senior leadership. • Participates with Senior Leadership Team in the development of the Corporate Plans as they relate to the Growth and Sustainability portfolio • Acts as a key liaison with various internal and external groups, including community members, developers, consultants, contractors, agencies (Federal, Provincial and Regional), on relevant community development related matters. • Participates as a member of the Emergency Management Committee. • Plans, recruits and identifies development needs for staff • Provides coaching and mentoring and conducts performance appraisals and determines/recommends disciplinary actions. • Continually evaluates the team activities to ensure appropriate allocation of resources, ensure meeting objectives and deadlines are met and makes recommendations for improvement. • Establishes and builds relationships with all internal and external stakeholders • Implements and recommends operational changes, improvements and associated service levels supported by data that can be validated through public and staff feedback, and industry best practices • Acts as CAO, if required. 	30%
<p>Council Relations and Communications</p> <ul style="list-style-type: none"> • Oversees and reports on the department's results to the rest of senior management and Council. • Promotes community engagement and negotiates on behalf of the municipality • Advocates to other governmental agencies on behalf of the municipality • Ensures timely and consistent communication to stakeholders on progress, impacts and changes • Prepares reports and attends Council and Committee of the Whole meetings and provides advice to Council on Community Services Department matters. • Provides advice to various internal and external stakeholders on variety of Community Service matters, ensuring positive client relationships are maintained. 	20%

Description	Approx. Time Spent (%)
<ul style="list-style-type: none"> • Oversees and ensures the municipality exceeds all obligations under relevant legislation and regulations. • Has final oversight on the municipality’s museum, camps, aquatics, arenas and recreational programs. • Monitors operations, projects and research within the service area to ensure safety, service quality, customer service, cost-effective and timely delivery of services. • Ensures Council’s objectives, financial transparency and accountability, monitors budget adherence, identifies and explains variances, and financial reporting is effectively managed in compliance with corporate financial policies. • Engage with community members, stakeholders, and local organizations to gather input and foster a collaborative approach to growth and sustainability initiatives. 	
<p>Financial Accountability and Budgeting</p> <ul style="list-style-type: none"> • Develops and manage the annual operating and capital budgets ensuring budget requests are consistent with the department's operating objectives while maintaining optimum cost-benefits. • Ensures ongoing operations and smaller or operational projects are in keeping with the overall department's budget, and support long term planning. 	10%
<p>Other</p> <ul style="list-style-type: none"> • Oversees the planning and execution of community events, including risk and volunteer management, of both municipally sponsored and community driven. • Participates and leads as necessary cross departmental teams • Ensures focus is service excellence, customer service communication / transparency, innovation and data integrity and workflow integration • Work safely in accordance with the Occupational Health & Safety Act and related regulations. • Participate in corporate training as required • Other duties as required. 	15%

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



Required Training (Description of training required in order to perform the major responsibilities)

- Manager/Leadership training
- Diversity Training
- Conflict Resolution

*Attends training, workshops and seminars where appropriate and as required



Minimum Qualifications (Absolutely cannot do without)

Education (degree/diploma/certifications)

- Post-secondary degree in Planning or Engineering
- Registered Professional Planner or Professional Engineer
- An equivalent combination of education and experience may be considered
- Examples of continuous learning

Experience

- Minimum of ten (10) years varied experience including management and administration in the public sector and supervision of unionized and non-unionized personnel

Knowledge/Skill/Ability

- Commitment to the vision of Council
- Proven leadership and mentoring skills; team building and staff management skills following an individualistic approach;
- Exceptional communication and presentation skills both in writing and verbally;
- High level of critical and logical thinking, analysis, and / or reasoning to identify underlying principles, reasons or facts;
- Strong negotiating and conflict resolution skills;
- Exceptional ability to deal diplomatically with all levels of management, staff, elected officials, and the public;
- Demonstrated skill in preparing and administering municipal budgets;
- Demonstrated ability to prepare and analyze comprehensive reports;
- Demonstrated ability to carry out assigned projects to their completion;
- Effective decision-making abilities;
- Ability to multitask, learn quickly and easily adapt to a changing environment;
- Ability to handle sensitive information with professionalism and tact;
- Ability to prioritize tasks and to delegate them when appropriate;

- High level of integrity, confidentiality, and accountability;
- High level of critical and logical thinking, analysis, and /or reasoning to identify underlying principles, reasons or facts;
- High degree of resourcefulness, flexibility, and adaptability;
- High level of professionalism;
- Strong awareness of the political process and sensitivities;
- Ability to build and maintain relationships.
- Sound organizational, planning and management skills demonstrated in progressively responsible positions with a history of results and positive change
- Commitment to participate in community development activities
- Works well under pressure and meet set deadlines;
- Working knowledge of each of the functions under the portfolio
- Valid Ministry of Transportation Class “G” Driver’s license



Preferred Qualifications (The Ideal Candidate)

Education (degree/diploma/certifications)

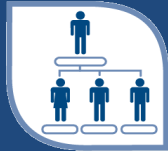
- Post-Graduate Degree in Planning or Engineering
- Registered Professional Planner or Professional Engineer
- Background in any of the following urban design, greenfield and infill community development, place making, environmental/agricultural sustainability

Experience

- Experience in a Tier II municipal setting

Knowledge/Skill/Ability

- Utilize data analytics to assess project impacts, ensure resource efficiency, and evaluate the success of growth initiatives.
- Experience with community engagement and change management
- Experience or familiarity with environmental planning, climate action frameworks
- clear, concise communication, public speaking, and the ability to simplify complex issues for council and public understanding.



Position Classification
(Where this position fits)

Position Title: Director, Growth and Sustainability	Department: Community and Protective Services
	Classification: Non-Union Senior Management Team
Work Location: West Lincoln Township	Reports to (Direct): Chief Administrative Officer
Position(s) Supervised Directly: Manager Planning Services Manger Building Services Manager, Civil Land Development	Position(s) Supervised Indirectly:
Effective Date:	Revision Date:
Salary Range:	Hours per Week: 35

Organizational Chart

List the reporting relationship of this position to others within the immediate department.

