

Employment Opportunity: Director, Innovation & Strategic Initiatives

Office of the CAO

Internal Posting

Category: Regular Full-Time

Salary: \$130,104 - \$162,628
(Grade S13)

Location: Municipal Offices

Hours per week: 35

Qualified internal employees are now invited to submit their application for the above noted regular full-time position.

Job Description: Under the direction of the CAO, this position is responsible for assisting the CAO with research, analysis and implementation of corporate strategic initiatives; leadership and oversight of the implementation of the Town's Innovation Strategy including projects such as the broadband network initiative; connecting with community based organizations on collaborative innovation objectives; positioning the Town as a leader in technology application that drive leading edge solutions in collaboration with multiple internal and external stakeholders; leading and providing support to various departments/commissions in respect of corporate initiatives as assigned; leading corporate project groups to support the implementation of change and quality and process improvements, and ensure effective corporate grant coordination.

How do I qualify?

- Successful completion of a post-secondary degree in Public Administration, Computer Sciences, or Business Administration with demonstrated progressive senior management experience in public services environments including innovation technology strategy, data analysis and metrics, strategic initiatives and change management or an equivalent combination of education and relevant experience.
- Extensive knowledge and senior experience in strategic planning and implementation, change management, project management, as well as broad technical expertise and understanding of organizational innovation through technology.
- Progressively responsible experience at a supervisory level.
- Strong customer service orientation, interpersonal, consultative, collaborative, project management, problem-solving, conceptual, research, analytical and presentation skills.
- Excellent verbal and written communication skills.
- Thorough knowledge of budget preparation and management.
- Proficient in the use of MS Office (e.g. Word, Excel, PowerPoint, Outlook and Social Media).
- Excellent research, critical thinking and analytical skills to interpret information and data, analyze innovative technology driven solutions to propose service delivery models that deliver improved services to residents and the community in line with corporate strategic priorities and innovation initiatives.
- Experience negotiating contracts and technical agreements and ability to influence others toward a common goal.
- Demonstrated thorough knowledge of strategic planning, project development and business case proposals, innovation strategy and its sustainability for current and long-term services.
- Advanced knowledge of innovative service delivery best practices and project management methodologies to take projects from conceptualization to implementation.
- Strong track record of providing customer focused solutions that balance technology with practical application.
- Experience in working with senior management and Council on sensitive and complex issues.
- Knowledge of applicable legislation, bylaws, legal proceedings and the ability to interpret legislation such as Accessibility for Ontarians with Disabilities Act (AODA), Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Occupational Health and Safety Act and the Employment Standards Act.

Core Competencies

Acts Strategically: Collaborates with colleagues to define the vision, long-term goals and strategies for the Town of Newmarket.

Focus on Results: Encourages and demonstrates collaborative efforts to achieve results.

How do I apply?

Please apply online via HRSmart by 5:00 p.m. on **March 20, 2018** quoting the file number **18-50**.

The Town of Newmarket is committed to accommodate all applicants in accordance with the Ontario Human Rights Code for all employment activities including the recruitment process. *If you need assistance, please call Human Resources at ext. 2050.*



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