



## **EQUITY, DIVERSITY & INCLUSION STATEMENT**

The Region of Durham is committed to diversity, equity, and inclusion within its community and organization, and strongly welcomes and encourages applications from Indigenous Peoples, people of colour, women, persons who live with disabilities, people from 2SLGBTQI+ communities, and people from diverse communities.

In accordance with the AODA Act, accommodation will be provided throughout the recruitment process to applicants who live with disabilities.

### **Manager, Corporate Initiatives (2 positions available)**

**Job ID: 15382**

#### **Chief Administrative Office Department**

**Salary:** \$102,258 to \$127,823 per annum

**Close Date:** December 12, 2021

#### **Description:**

Reporting to the Director of Strategic Initiatives, the Manager, Corporate Initiatives will develop strategies and policies to serve Durham Region residents. Two positions are available – the first is focused on the development and implementation of the Regional Strategic Plan (ID 15383), while the second leads and coordinates policy development and review on a range of complex issues (ID 15382). In your application, please indicate your preferred position.

The incumbents will:

- Infuse energy and enthusiasm into the organization's focus on defining key priorities and achieving outcomes
- Liaise effectively with Regional departments and external agencies to streamline information sharing, nurture relationships, and build trust
- Lead all aspects of strategic planning and policy development processes, drawing on jurisdictional trends, relevant data, and analysis of implications to construct strong recommendations
- Collaborate with a broad network of contacts across all levels of government, industry, business, academia, and other communities on strategic policy initiatives
- Plan, organize and deliver workshops, meetings, forums, and presentations to support the development and implementation of strategic priorities
- Coordinate and facilitate community outreach and engagement activities
- Guide the development of performance indicators, measurement, and evaluation frameworks
- Undertake high quality research to support evidence-based decision making
- Organize, prioritize, and lead diverse projects including data insights analysis and dashboards to support transparency, innovation, and service excellence
- Ensure Regional Council and staff are fully briefed on emerging and current issues by preparing briefing notes, speaking points and Council reports on contentious and complex files
- Proactively address rapidly changing issues in a dynamic environment
- Develop annual workplans, performance reporting and budget submissions
- Participate in the management of the Strategic Initiatives Division
- Model a culture of development and growth

The successful applicants will possess:

- A university degree in Public or Business Administration, Political, Social or Environmental Science or a related discipline
- A master's or other advanced degree, PMP designation, additional certifications and/or training in design thinking and process/experience mapping are considered strong assets
- Minimum 5 years' experience at a variety of levels in large organizations in policy analysis and program planning and delivery
- Detailed knowledge and understanding of complex ecosystems including energy policy and regulatory environments,

- as applicable
- Proficiency accessing and using data, and a natural curiosity that drives a deep commitment to continuous improvement and enhanced decision making through outcomes measurement and management
  - Expertise in policy development, analysis, program delivery and public engagement, coupled with strong political acuity
  - Strong leadership competencies, commitment to excellence, comfort with complexity and an ability to navigate and lead through transition and change
  - Outstanding verbal and written communication skills, and an ability to interact professionally with a diverse group of staff, partners, elected officials, and community members
  - Exceptional project management skills with an ability to manage competing priorities and see a project through from idea inception to delivery in a time-constrained environment
  - Expert training and facilitation skills with the ability to coach and influence
  - A commitment to diversity, equity, and inclusion
  - Knowledge of the Durham Region Strategic Plan, municipal business planning and budget processes, Regional Council reporting procedures
  - Proficiency in the use of Microsoft Office software
  - A highly collaborative and creative spirit with demonstrated capacity to build positive, trusting stakeholder relationships
  - Ability to work occasional evenings and weekends, as required

### **Conditions of Employment**

Proof of education, qualifications and any other job bona fide requirements will be required prior to start date.

In addition, all Region of Durham employees are required to be fully vaccinated, as defined in the Region's COVID-19 Vaccination Policy, as a condition of hire in accordance with the Region's [Mandatory Vaccination Policy](#).

**To learn more about this opportunity, please visit: <https://bit.ly/3x2cXyx> and apply online directly to Job ID#15382 no later than December 12, 2021.**

*We thank all applicants; however, only those to be considered for an interview will be contacted.*