



LEAD CHANGE AND MAKE AN IMPACT IN CANADA'S BIGGEST CITY



The Toronto Port Authority, doing business as PortsToronto, operates the Billy Bishop Toronto City Airport, the Port of Toronto and the Outer Harbour Marina. We are proud to be partners in securing Toronto's economic prosperity and enhancing its beautiful waterfront for all to enjoy.

If you're looking for a great position and a chance to make an impact, PortsToronto has the following full-time, challenging opportunity awaiting you:

DIRECTOR, CAPITAL PROJECTS AND PLANNING

POSITION OVERVIEW

The Director, Capital Projects and Planning will provide leadership and direction in development and delivery of PortsToronto's Capital Infrastructure Program and key planning initiatives across all lines of PortsToronto business. The Director will oversee the team of project managers responsible for project management of capital projects and planning initiatives as well as oversee Facility Alterations Permit office / program for both internal and external (tenant) projects on PortsToronto's lands. The Director will provide support to VP IPE in various corporate strategic initiatives in accordance with PortsToronto's 5-year Strategic Plans and will work collaboratively with various internal stakeholders, such as the Senior Leadership Team (SLT), business units leads and various internal and external stakeholders.

In partnership with the VP IPE, the Director role has the responsibility to conceive, plan, administer, execute, deliver and report on capital infrastructure projects within Board-approved budget and schedule. This role will oversee the procurement and contract administration processes related to PortsToronto's capital projects including ensuring compliance with procurement policy, process and due diligence.

The Director will oversee all key planning undertakings such as Airport, Port and Outer Harbour Marina Comprehensive Plans, Land Use Plans, any Rezoning undertakings and other planning related activities.

General duties and responsibilities include, but are not limited to:

Leadership, Planning and Regulatory Compliance

- Ensure all capital projects and planning initiatives are executed in compliance with all relevant legislation, policies, and regulations, including applicable environmental assessment requirements.
- Establish capital project frameworks, set work priorities, and manage the projects necessary to achieve PortsToronto's strategic goals, business goals, operational plans and budget.
- Ensure objectives are clearly communicated to all employees and that capital investments are focused on achieving corporate goals.
- Provide leadership to the team of Projects Team in delivery of projects and various initiatives.
- Work closely with the Director of Business Development, SLT and key stakeholders in the development and delivery of various Business Plans related to new and existing infrastructure development and maintenance.
- Work closely with the Director of Works and Environmental Services (PortsToronto's Works team) on delivery of Capital projects that are undertaken internally by the Works team.
- Conduct all activities in accordance with PortsToronto's Vision "Transportation Reimagined", our Purpose and our Values; Work towards delivery of our 5-year Corporate Strategic Plan.
- Act as a representative of PortsToronto, as required, in the public consultation process for infrastructure, planning and environmental initiatives.
- Monitor and assess municipal and agencies' planning activities for alignment with PortsToronto's strategic / corporate goals and opportunities for cooperation.
- Provide regular briefings to Senior Leadership Team and PortsToronto Board of Directors as and when required.
- Develop and oversee all capital program and planning team's activities including developing and managing of team's annual operational budget.
- Ensure compliance with tenancy and stakeholder agreements, applicable safety legislation, environmental laws and codes.
- Prepare and deliver projects' and related presentations to stakeholders, industry and community groups as required.
- Provide technical and engineering / architectural support on airport, port and marine projects.

SKILLS AND QUALIFICATIONS:

- Post-secondary education with a focus in engineering or architecture.
- Minimum ten (10) years of direct progressive project management experience and minimum five (5) years of direct supervisory or management experience leading an engineering, or architecture, or project management, or planning department is a requirement.
- Register Professional Engineer or Professional Architect in the province of Ontario, is an asset.
- Fiscal Management experience including the ability to monitor and control resources and budgets

- Experience and technical knowledge in airport, marine, and port related infrastructure, operations and regulatory compliance are significant assets.
- Environmental awareness and a passion for excellence in developing sustainability initiatives.
- Experienced and able to plan and create strategic, long reaching initiatives, as well as oversee and/or operationalize projects and initiatives.
- Superior interpersonal skills, able to interact with all levels in a professional, positive manner, able to build trusting relationships and be a team player.
- Solid leadership ability managing, coaching and developing direct reports.
- Excellent, effective communication skills, both oral and in written format, creating and delivering business presentations.
- Able to influence, collaborate and negotiate cross functionally, as well as with external stakeholders to achieve results.
- Strong decision-making skills, including strategic and critical thinking abilities.
- Effective at problem solving, negotiating resolutions and conducting root cause analysis with a goal towards ongoing improvements.
- High degree of professionalism with a strong sense of urgency to get results.
- Excellent time and project management, organized, possessing a solid ability to plan and follow up.
- Able to multi-task, manage and meet deadlines and adapt easily to change.
- Incident Management System (IMS) 200 or 300 is considered an asset.
- Fluency in both official languages, English and French, Oral and Written is an asset.

SPECIAL CONDITIONS:

- Criminal record check will be conducted on hire
- Credit check will be conducted on hire
- Annual Drive's License validity check
- Flexibility to work extended hours or weekends/holidays, as the need arises
- Active response to corporate project emails afterhours may be required

Qualified candidates are invited to e-mail a resume along with a covering letter outlining how your experience supports our position requirements to: careers@porttoronto.com.

In the Subject Line state: **DIRECTOR, CAPITAL PROJECTS AND PLANNING**

We thank all applicants for their interest. Only applicants selected for an interview will be contacted.

PortsToronto is an equal opportunity employer.