



## 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:

### PROJECT LEAD, AIRPORT COMPREHENSIVE PLAN

**\*\*\*1-Year Contract\*\*\***

#### POSITION OVERVIEW

The Project Lead will manage the development of the new vision for the airport and the associated new Comprehensive Plan (formerly known as Airport Master Plan) over an anticipated three (3) year period. The Project Lead will be responsible to plan, organize, undertake and evaluate day-to-day activities associated with the project including, overseeing work by the consultant firms (Transportation Planning consultant, Public Consultation consultant and other related consultant support), coordinating involvement of senior management and employees within PortsToronto, internal and external agencies/stakeholders throughout the process, including scheduling, researching, overseeing project budgets and reporting to PortsToronto's Senior Leadership Team and the Board of Directors throughout all phases of the project.

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

#### PROJECT MANAGEMENT:

- Manage the evaluation of proposals for supporting work and ensure compliance with PortsToronto Procurement Policy.
- Oversee work of the transportation planning consulting team and ensure the project is completed on time and within allocated budget.
- Work collaboratively with consulting firm(s) to oversee agency and Indigenous consultation and engagement, internal and external stakeholders' engagement, and public engagement process necessary to be completed as a part of the project.
- Administer all consultants' contracts for work associated with the project.
- Work closely with other project leads on the overall strategy and coordination between Airport Comprehensive Plan and projects that will contribute towards successful implementation of a new Agreement that governs operations at Billy Bishop Airport.
- Work collaboratively with PortsToronto's Senior Leadership Team, airport business unit management team, and employees through all stages of the project, including securing their input, comments and direction to ensure successful delivery of the project.
- Work collaboratively with internal and external stakeholders during all phases of the project to ensure their requirements and input are incorporated into the Airport Comprehensive Plan.
- Manage performance of consultants and contractors in the delivery of project scope elements.
- Develop and maintain schedules and monthly cash flows for the project.
- Prepare and provide project status updates to Senior Leadership Team and Board of Directors as needed.
- Oversee project correspondences and prepare project related emails, letters, proposals, memos, meeting minutes and other documents.
- Chair project meetings and follow-up with outstanding tasks. Prepare and issue Meeting Minutes for any meetings not involving consulting teams; otherwise ensure consultants prepare and issue minutes in a timely manner.
- Organize, with consultants and PortsToronto communications team assistance, public consultation meetings.
- Track overall project schedule, produce monthly project reports, prepare Board memos as needed, and track budget summaries.
- Verify invoices and send payment requisition to Finance for processing.

**SKILLS AND QUALIFICATIONS:**

- Technical College or University degree in Environmental Management / Planning / Transportation / Engineering field.
- Minimum ten to twelve (10-12) years of experience in airport related projects.
- Experienced at working with government and/or government business agencies on delivering projects.
- Experience in working on Environmental Assessments at the Federal/Provincial/Municipal level of government or private sector, would be an asset.
- Proven track record of successfully managing transportation/environmental planning projects in the past 10-12 years, on time/on budget.
- Proven experience and understanding of project delivery principles.

- Superior interpersonal skills, able to interact with all levels in a professional, positive manner, able to build relationships and be a team player.
- Excellent communication skills both oral and written.
- Highly organized, possessing a solid ability to plan and follow up.
- Possess sound judgment and the ability to effectively problem solves and/or escalate accordingly.
- Resourceful self-starter, able to work independently and within a team environment.
- Able to handle a variety of projects and produce work with a high degree of accuracy and attention to detail.
- Able to multi-task, manage and meet deadlines and adapt easily to change.
- Very proficient with Excel, Word, Outlook, Microsoft Project and Auto CADD.
- Fluency in both official languages, English and French, Oral and Written is an asset.

**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](mailto:careers@porttoronto.com).**

In the Subject Line state: **PROJECT LEAD, AIRPORT COMPREHENSIVE PLAN**

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

**PortsToronto is an equal opportunity employer.**