



## 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 – TRIPARTITE AGREEMENT

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

#### POSITION OVERVIEW

This position is responsible to plan, organize, undertake and evaluate day-to-day activities associated with Billy Bishop Toronto City Airport Tripartite Agreement Renewal ("the Project"). The current Tripartite Agreement between PortsToronto, City of Toronto and Transport Canada, which governs the operations of the Billy Bishop Airport expires in 2045.

The Project Lead will report directly to PortsToronto President and CEO and will work closely with Senior Leadership Team (SLT) on executing all aspects of the project. The role requires a candidate with strong project management skills that is capable of managing and overseeing all components of the project, including project governance, discussions and negotiations with agreement partners, procurement and execution of third-party technical studies and stakeholder engagement (airport partners, public and Indigenous).

This position is a fixed term contract. The Project Lead will be a PortsToronto employee for the duration of the Tripartite renewal efforts.

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

- Oversee work on the development and finalization of the renewed Tripartite Agreement (currently underway in collaboration with Tripartite Agreement partners) which will define all necessary steps until the new Agreement is in place.
- Oversee consulting agreement and overall performance by consulting firm(s) hired by PortsToronto to support this complex technical, contractual and political undertaking
- Oversee all project work components ensuring the overall project schedule is maintained as planned and the project is delivered in accordance with the agreed-upon project governance and approvals structure.
- Manage all steps required to formally initiate, discuss, negotiate and finalize Tripartite Agreement renewal between the three signatories.
- Develop, in collaboration with Senior Leadership Team, requests for proposals for selecting consulting firms to undertake any supporting studies that are required for enabling technical discussions and the negotiation and finalization of the renewed agreement.
- Secure input from City of Toronto and Transport Canada with regards to scope of the studies.
- Lead the consultants' selection process; oversee consultants' contracts, work and timely deliverables for each study including obtaining review comments from all applicable stakeholders.
- Develop and maintain studies schedules and monthly cash flows.
- Work closely with PortsToronto project leads to support and manage overall performance of consultant studies currently underway which include; Runway End Safety Area (RESA), noise-related study, socio-economic study, airport sustainability and decarbonization study, airfield vision study, airport access study, forecast demand study and other related work. Additional studies may be included based on consultations with City of Toronto, Transport Canada and other stakeholders.
- In collaboration with Senior Leadership Team, manage airport partners' engagement process (parties with degrees of direct commercial/business interest in airport operations) with a view to identify and accommodate/incorporate where possible, airport stakeholder objectives into a renewed Tripartite Agreement.
- In collaboration with Senior Leadership Team and a consulting firm hired by PortsToronto, manage public engagement process related to renewed Tripartite Agreement.
- In collaboration with Senior Leadership Team manage an Indigenous engagement process related to renewed Tripartite Agreement.
- Develop and maintain project risk registry for the duration of the project.
- Coordinate activities, resources, equipment, and information between various internal staff involved in the project.

**SKILLS AND QUALIFICATIONS:**

Post Secondary education related to field of project management is a requirement.

Minimum of 15 years of relevant experience.

Airport / Aviation / Planning related experience is a strong asset.

Experience at working with government and/or government business agencies in negotiations agreements is a strong asset.

Proven track record of successfully managing projects in the past 10 years, on time/on budget.

Ability to assess risk, determine size and scale of such risk and recommend approaches or solutions to decrease risk variables.

Ability to plan and organize the procurement and execution of requests for proposals.

Solid experience and understanding of project delivery principles as outlined by the Project Management Institute.

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-solve and/or escalate accordingly.

Resourceful self-starter, able to work independently and within a team environment.

Able to multi-task, manage and meet deadlines and adapt easily to change.

Very proficient with Excel, Word, Outlook, PowerPoint.

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

In the Subject Line state: **PROJECT LEAD - TRIPARTITE**

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

**PortsToronto is an equal opportunity employer.**