

DEPARTMENT:	Climate Action Planning and Development	and	STATUS:	Temporary Full Time up to 1 year, with potential for extension
NO. OF POSITIONS:	One		UNION:	Exempt
HOURS OF WORK:	37.5 hours per week		SALARY:	Competitive total compensation package

The City of New Westminster is looking for an innovative, forward thinking and dynamic leader to join the Climate Action, Planning and Development Department as the Manager, Integrated Services. In filling a key leadership position within the department, you will report to the Director of Climate Action, Planning and Development. You are responsible for leading the team who enforces or assists other staff in enforcing City bylaws in a manner that is fair and consistent with enforcement best practices. This position manages the day-to-day operation of the Bylaw Enforcement functions to align with Council direction and the City's strategic plan, approved budget, policy guidelines and operational procedures.

You lead a team who interacts directly with citizens and businesses on a diverse range of issues and provides excellent service to multiple stakeholders within an education and problem-solving based enforcement model. You are comfortable in situations that may involve conflict, you exhibit strong political judgment and you are able to see the bigger picture. Your strong listening and communication skills enable you to achieve positive outcomes even in situations with high conflict. You will prepare enforcement documents and appear as a witness in relation to business licensing matters involved with Court proceedings and Hearings before City Council. You will also research, develop, implement and enforce City policies and bylaws impacting livability in the community, such as noise impacts; unsightly properties; illegal construction; unpermitted land uses; livability standards; property maintenance; and nuisance abatement. You will also manage integrated service teams composed of representatives across civic departments and outside agencies. These teams will successfully develop and implement remedies to address neighbourhood issues and concerns.

If you are looking to become an integral member of a dedicated and energetic team, possess a solid understanding of municipal government principles, bylaws and relevant legislation and are committed to service excellence, this is the position for you.

REQUIREMENTS:

- University degree in public administration, business administration or a related discipline, and sound related experience (minimum 7 years), or an equivalent combination of education and experience.
- Sound knowledge of the concepts, practices and techniques of local government administration.
- Sound knowledge of the relevant legislation, bylaws, regulations, rules and policies.
- Strategic planning skills to coordinate the department operations and integrate with a variety of outside agencies.
- Experience with quasi-judicial functions such as taxi licence appeals and show cause hearings.
- Sound knowledge and experience in administering the legal and technical matters related to enforcement.
- Proven ability to establish and maintain highly effective and strategic working relationships with staff, internal and external contacts and external agencies in a high profile environment.
- Training and demonstrated ability in conflict resolution and mediation skills.
- Highly developed ability to exercise sound, consistent judgment, to formulate strategies to address a variety of enforcement issues.
- Well developed strategic problem solving skills and strong ability to make decisions on a variety of complex bylaw enforcement issues.
- Research skills to carry out technical research studies.
- Outstanding writing and communication skills.
- Knowledge and experience with electronic systems to manage business licences.
- Proven collaborative leadership skills to direct a diverse team of enforcement and support staff.
- Valid B.C. driver's licence and ability to pass a Police Information Check.

Apply by sending your **cover letter and resume in one document** quoting the competition number, by May 3, 2022 to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, e-mail to hr@newwestcity.ca using the following format in the subject line: **LAST NAME First Name #22-76**

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on.

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted.
This position is only open to those legally entitled to work in Canada.*