



Position:	Senior Project Manager (Landscape Architect)
Term:	Full Time
Location:	Toronto, Ontario
Reporting to:	Vice President, Design

Waterfront Toronto was established by the Government of Canada, the Province of Ontario and the City of Toronto in 2001 to oversee and lead the renewal of the city's waterfront. Our mandate is to deliver a revitalized waterfront that brings together the most innovative approaches to sustainable urban development, excellence in design, real estate development, and leading technology infrastructure. Working with stakeholders, and with public and private-sector partners, Waterfront Toronto creates neighbourhoods anchored by parks and public spaces, and diverse, sustainable, mixed-use communities that offer a high quality of life for residents, employees, and visitors alike. We are transforming the waterfront for the use and enjoyment of the people of Toronto, Ontario and Canada, to foster economic growth and to redefine how the city, province and country are perceived by the world.

The Opportunity: Senior Project Manager (Landscape Architect)

Waterfront Toronto is seeking a Senior Project Manager to conduct day-to-day oversight of the design of a portfolio of parks and public realm projects to ensure design and construction meet Waterfront Toronto's objectives for Design Excellence, Quality of Place and the Corporation's Sustainability Framework.

Key responsibilities:

- Manage complex design initiatives to deliver comprehensive and high-quality designs from concept through construction documents for implementation.
- Direct, oversee, and advise design consultants in the delivery of their assigned work.
- Administering contracts and agreements with design consultants, project vendors and suppliers.
- Overseeing the production of all project deliverables, including design drawings, construction documents, compliance with applicable standards and regulations and environmental approvals for assigned consultants.
- Reviewing all planning and design documents and providing day-to-day management in securing all necessary approvals from regulatory authorities such as Toronto City Council, the Ministry of the Environment, the Canadian Environmental Assessment Agency and others.
- Developing project budgets for approval by the Vice President, Design, Management Committee, and the Board of Directors, including developing cost estimates and project schedules.
- Preparing project meeting minutes and action items lists, monitoring and following-up with all staff and consultants to ensure that tasks are completed by deadlines.
- Collaborating with the Vice President, Design to establish the creative direction for all projects and identifying critical issues needing senior management decisions and input.
- Monitoring project schedules and expenditures to ensure they are completed within specified timeframes and on budget and in conformance with government funding requirements.
- Drafting content for Requests for Proposals for the retention of external consultants, reviewing submissions and participating in procurement decisions, monitoring contract compliance and approving invoices for payment.

- Developing and/or assisting with the development of consultation and communication strategies that promote open, transparent discussions/communications between TWRC and stakeholders and other business partners.
- Establishing and maintaining effective business relationships with stakeholders, government agencies and the public to foster positive partnerships and build consensus for proposed projects and/or to resolve critical issues.
- Anticipating community/business/public reactions, developing options/recommendations/solutions and working proactively and collaboratively with internal/external stakeholders to address them.
- Managing necessary studies including environmental assessment, air quality testing, transportation design, accessibility, environmental site assessment, way finding and/or sustainability.
- Providing strategic advisory, consultation and analytical services on a broad range of issues to the Vice President, Design and other senior managers within the Corporation.
- Developing design and construction solutions and applying critical thinking in problem-solving.
- Developing and managing projects within a fixed budget – including reviewing and approving invoices.
- Overseeing and supervising the work of junior staff members.

Skills and Qualifications:

- Organizational, coordination and project management expertise.
- Design and construction administration experience and skills.
- A post-secondary degree in Architecture, Landscape Architecture, or Civil Engineering.
- A minimum of seven years professional experience.
- Strong communication and interpersonal skills.
- A proven ability to build and maintain strong working relationships with a diversity of stakeholders will be vital in achieving the goals and objectives.

Salary: We offer a competitive salary and benefit package.

Other considerations:

During this time, Waterfront Toronto is operating in a hybrid work environment with employees currently required to work at least two days per week in the office for collaboration and engagement, with the option to work remotely for the remainder of the week. In addition, Waterfront Toronto has a mandatory COVID-19 vaccination policy that requires all staff and visitors to the office, including prospective new employees, be fully vaccinated by a Health Canada approved COVID-19 vaccine. Individuals with valid medical or other human rights-based exemption will be considered for appropriate accommodation within the policy.

Application Process:

Candidates should email their resume and cover letter, together in one (1) PDF document to: careers@waterfrontoronto.ca quoting **File #21-15**, no later than **November 15, 2021**.

Waterfront Toronto is an equal opportunity employer, committed to representing the diversity of the city of Toronto on our team and fostering an inclusive workplace. To this effect, you are encouraged to reflect upon the diversity you would bring to the role within your application, including, but not limited to, identifying with one or more of the under-represented groups identified within the Ontario Human Rights Code. We will provide equitable treatment and accommodation to ensure barrier-free employment. If you require accommodation under the Ontario Human Rights Code or Accessibility for Ontarians with Disabilities (AODA) at any stage of the recruitment process, please advise and we will work with you to meet your needs.

We thank all applicants for their interest, however, only those selected for further consideration will be contacted.