



Position: Project Director
Term: Fulltime
Location: Toronto, Ontario, Canada
Reporting to: Senior Vice President, Project Delivery

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 urban design, real estate development, and leading technology infrastructure. Working with the community, 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: Project Director

Waterfront Toronto (WT) is seeking a highly experienced, senior-level project management professional to oversee, direct and manage the design, approvals, construction, and completion of a broad range of infrastructure projects, including parks and public realm, roads and services environmental remediation, and development initiatives in accordance with WT's master plan for the Designated Waterfront Area.

Some of the key responsibilities of this position are as follows:

- Support design efforts by providing technical, scheduling and cost support in planning and seeking funding approval for projects.
- Support consultant and contractor vendor Request for Proposal (RFP)'s in support of projects assigned.
- Assist in the negotiation of terms and conditions of contracts including supplementary conditions to CCDC documents and general conditions.
- Review Waterfront Toronto agency partners' procurement policies, procedures, and practices in conjunction with procurement staff to ensure compliance with obligations under Contribution or Delivery Agreements.
- Manage contracts and agreements with project vendors and suppliers.
- Undertake responsibility for the management, maintenance and reporting of project budgets, schedules and risks to Waterfront Toronto senior staff and stakeholders.
- Coordinate with WT program management office, finance and accounting, procurement, planning and design, public consultations and communications, legal and government relations staff as required to accomplish project and corporate goals and objectives.

Skills and Qualifications:

- **Education:** Undergraduate degree in Architecture, Landscape Architecture, or Engineering is required. Master's Degree in Business, Architecture or Engineering would be an asset. Professional Engineer designation and/or Project Management accreditation would also be considered an asset.
- **Experience and Knowledge:** Proven experience and knowledge in the application and interpretation of theories, principles, and practices of project management for design and construction projects. Thorough knowledge and understanding of legal and business aspects of construction contracts (CCDC2, CCDC5B, CCDC14) and consulting agreements. Professional experience in civil infrastructure, building development, marine design and construction and structural engineering sector would be considered an asset.

- **Leadership:** Demonstrated leadership skills providing advice, guidance, and technical expertise in all areas of project management, including the ability to direct, motivate, evaluate, and recognize staff; proven ability to share skills and knowledge with others.
- **Critical/Strategic Thinking:** Ability to think and act strategically in a public sector environment, including the ability to conceptualize and anticipate future trends or issues and use critical thinking skills.
- **Negotiations & Influencing:** Demonstrated ability to negotiate and influence diverse stakeholders regarding project issues.
- **Interpersonal and Relationship Management:** Ability to establish and maintain effective working relationships with stakeholders, contractors, and staff at all levels.
- **Communications:** Excellent written and oral communication – specifically, presentation skills.

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 in the office three days a week, for collaboration and engagement purposes. Employees have the option to work remotely for the remainder of the week. This is subject to change by the Corporation.

Application Process:

Candidates should email their resume and cover letter, together in one (1) PDF document to: careers@waterfrontoronto.ca quoting **File #23-17**, by **Monday, October 9, 2023**.

Please indicate in your cover letter how you learned about the job posting and include the specific site or network.

We thank all applicants for their interest; however, only those selected for further consideration will be contacted. Please note that your application may be used to create a candidate pool to be considered for future available positions.

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 Act, 2005 (AODA) at any stage of the recruitment process, please advise and we will work with you to meet your needs, up to the point of undue hardship.