

Niagara Region is an equal opportunity employer committed to inclusive, barrier-free recruitment selection processes and work environments.

Deputy Chief Administrative Officer – Niagara Region

With a population of 479,000, Niagara is a rapidly growing Region, where the population is expected to grow by more than 214,000 new residents by 2051. It consists of a mosaic of twelve municipalities, each of which has its own distinctiveness, history, geographical differences, and culture. Niagara Region administration employs a dynamic workforce of approximately 3,500 union and non-union staff, working in multiple locations, jobs, and shifts. For information on the Region's direction please take a look at The Niagara Region's strategic priorities and objectives using the following link: [Niagara 2041 - Niagara Region, Ontario](#)

The Niagara Region is also a location with breathtaking views, nature trails, lush vineyards, events, and festivities, located at the southern part of Ontario in Canada. The Region is surrounded by three bodies of water – Lake Ontario, the Niagara River and Lake Erie. With the world famous Niagara Falls, the man-made wonder Welland Canal, wine regions, historical sites, agricultural lands, commercial centers, casinos, festivals and shows, the entire Niagara Region has a vibrancy that will entice any visitor. The Niagara Region attracts over 13 million visitors on an annual basis.

The Opportunity

With significant growth and development plans, Niagara Region is seeking an outstanding candidate for the new position of Deputy Chief Operating Officer (DCAO).

Reporting to the Chief Administrative Officer (CAO), the Deputy CAO provides a high level of strategic leadership in the facilitation and delivery of a portfolio of programs and services focused on delivering and fulfilling legislative duties, government stakeholder relations and strategic communications for the Niagara Region, ensuring that the Regional administration is able to respond to the strategic priorities, objectives, and initiatives of the Region.

This position provides strategic advice to the Chief Administrative Officer (CAO), acts as a liaison on behalf of the CAO between the Office of the Regional Chair and the Corporation and works in partnership to resolve a wide range of issues that are often highly sensitive and confidential in nature. The Deputy CAO is designated to act as the CAO in the CAO's absence, or as otherwise designated by the CAO. The position is also responsible for working with the Region's 12 municipalities, partners and interested parties and NR leadership and staff in a collaborative and consultative manner and represent corporate direction and values in support of growth and program and service delivery.

Key Accountabilities include:

With a team of 5 direct reports and a total team of team 50 staff, the DCAO is responsible and accountable for:

- Overseeing the development and implementation of the Office of the Deputy CAO (including Clerks, Government Stakeholder Relations and Strategic Communications and Public Affairs) for the Niagara Region and its Shared Service Partners. (20% of time)
- Assisting the CAO with managing the daily affairs of the Region within established policies and acts as the CAO in the CAO's absence or as designated by the CAO. The role may be required to support emergency operations under the incident management structure at the direction of the emergency Management Director.(20% of time)
- Participating in the development and implementation of corporate-wide-strategies, structure, systems, and policies as a member of the Corporate Leadership Team. (20% of time)
- Developing and managing relationships with internal and external stakeholders, ensuring department strategies are managed, and ensuring financial and performance expectations are fulfilled. (15 % of time)
- For strategic, long range people resource planning for the business unit, supporting corporate culture and strategy, ensuring an engaged workforce resulting in optimal people performance by determining ideal organizational structures, identifying desirable role and

skill mix requirements, and ensuring ongoing work quality and deliverability of results. (15 % of time)

- Developing, managing, and approving annual and multi-year Capital and Operating budgets for the business unit, ensuring support of Council's objectives, financial transparency and accountability, budget adherence, identifying and explaining variances, and financial reporting is effectively managed in compliance with corporate financial policies. (10% of time)

Knowledge, Experience & Capabilities

The successful candidate will be a collaborative leader with high political acumen and a proven track record of working with and partnering with multiple stakeholders on a wide range of issues that are often sensitive and confidential in nature and in support delivery of Region wide programs and services. The successful candidate will have:

- 10 years senior management experience in leading a large and complex portfolio, including strategic business planning, fiscal accountability/ sustainability within a public or private sector environment.
- Over 10 years senior management experience in leadership and administration of related services (including fiscal accountability) within a Municipal government setting is preferred.
- An aptitude for developing strong and effective working partnerships, rapport and relationships with senior leaders, governance boards, agencies, councils, and employees as well as an ability balance and mediate multi-stakeholder views and needs.
- An ability to advocate and communicate across all mediums and methods in an articulate, compelling, diplomatic, and engaging manner to ensure understanding of issues.
- The ability to effectively manage expectations and a reputation for being highly responsive to issues, concerns, and feedback.
- A strong degree of integrity, openness, objectivity, discretion, trustworthiness, ethical conduct, and transparency, while reflecting strong interpersonal and advocacy skills.
- Demonstrated success in developing and implementing multi-faceted strategic plans with wide-ranging impacts, along with relevant goals, objectives, process improvements and tools to support these plans.
- Significant experience working collaboratively with a senior leadership team.
- Proven ability to build a collaborative, team-based and safe culture, and to engage and inspire.
- Experience with diverse and dynamic communities and stakeholders, along with a sensitivity to and understanding of agricultural, rural, and various sized communities.
- Thorough knowledge and understanding of relevant standards, statutes, regulations, by-laws and an Executive Diploma in Municipal Management would be an asset.

Qualifications/ Certifications

- Post-secondary degree in Political Science, Public Administration, Business Administration, Public Relations, or equivalent related discipline.
- Master's degree in Business/Public Administration, Public Relations or equivalent related discipline is preferred.

Compensation

Hiring salary range is \$193,040 - \$227,100 per annum plus a competitive, full benefit package and pension plan, car allowance and relocation as may be required.

Application process

If this opportunity matches your interest, experience, and qualifications, please apply online in confidence to arthur@wmc.on.ca providing your application (cover letter and up-to-date resume) by end of day July 7, 2023. Please note: Leadership assessments will be administered as part of the selection process per the Region's policy as will criminal and financial record checks and clearances. We thank all applicants; however, only those selected for an interview by the Region will be contacted.