

Hosting Project Lead – HPL

POSITION SUMMARY

The Hosting Project Lead (HPL) is the administrative leader of the Township of Ignace Hosting Process Department and, as such, must ensure that the Township's policies and programs are duly implemented in all hosting operations. The HPL through the management of the CAO is responsible for advising and informing the Council on the operations and affairs of the hosting process, performing the duties and functions and exercising the powers assigned to them by the Council through the Chief Administrative Officer (CAO).

CORE COMPETENCIES

- Proven Documented Project Leadership
- Exceptional Negotiation and Mediation Skills
- Ability to Execute, Manage and “Cross the Finish Line”
- Strong Presentation Skills
- Team Motivator
- Excels at Solution-Based Problem-Solving
- High Moral Integrity and Work Ethic
- Innovative Planner and Organizer
- Political Acuity
- Budgetary and Financial Accountability
- Strategic and Visionary Mindset

QUALIFICATIONS

- Documented proven ability to execute and deliver successful outcomes on major programs and projects.
- Proven negotiator and mediator with specific project references.
- Post-secondary degree in Public Administration, Business Administration, Economic Development, Planning, Engineering and/or a minimum of five years of senior administrative experience or an equivalent combination of education and experience in a public fronted environment.
- Working knowledge of the *Municipal Act of Ontario* and related statutes.
- Ability to provide strong futuristic leadership with a strong belief in delegating authority and responsibility.
- Strong management, analytical and interpersonal skills with the ability to use tact, diplomacy, and mature judgment.
- Invested in and involved in the success of the community.
- Proven ability to cultivate effective working relationships with other employees, elected officials and the general public.
- Valid class “G” Ontario Drivers License.
- Mobile with the ability to engage in frequent travel as required
- Any additional leadership, public services, economic development or business administration training is considered an asset.

CORE RESPONSIBILITIES

- Promote Ignace's Mission and values especially in regard to Township's pledge to build capability and capacity.
- Leads the CAO and the Township Council through the hosting process to site the deep geological repository near Ignace.
- Acts as lead support for the Implementation Committee for the Township.
- Oversees the hosting financial benefits contributions in accordance with the hosting benefits reserve bylaw.
- Advises Council on requirements of hosting agreement.
- Manages external support for hosting and regulatory process for hosting agreement
- Acts as legal liaison for the Township in hosting matters.
- Oversees and provides support to Community Engagement Committee.
- Manages Community Well Being Program and brings forward qualified requests forward to Council.
- Manages hosting process team employees.
- Promotes economic and residential growth in the community through promoting and soliciting opportunities.
- Guide Council and leads staff in achieving the success and sustainability of the municipality.
- Educate and inform residents of Ignace on the hosting process and DGR project.
- Responsible for overseeing all Nuclear Waste Management Organization (NWMO) agreements and relations.
- Prepares annual hosting budget in cooperation with the Chief Administrative Officer and the Treasurer, controls expenditures, optimizes various revenue sources and ensures cost-effective operations are implemented and maximized.
- Attends and participates in Management, Council and Committee meetings as required.
- Collaborates with regional hosting partners, including but not limited to Wabigoon Lake Ojibway Nation and the City of Dryden.
- Liaises with stakeholders in the municipal, provincial, and federal governments, alongside the Outreach Lead for the Township.

GENERAL

- Promotes the Township's Mission and Values.
- Inspire employees to work as a team and maximize all talents and competencies in staff to the greatest potential to create a productive, efficient workplace.
- Maintains a high profile and public relations function in the community and province.
- Cultivates economic prosperity by building a strong foundation to support sustainable growth.
- Fosters innovative learning opportunities in the community for youth and adults.
- Participates in Corporate Planning and Policy Development as a member of the Corporate Leadership Team.
- Establishes and maintains an effective working relationship with staff, administration, members of the Council, and the public.
- Participates in and assists with strategic and business planning initiatives and other studies to improve organizational efficiency and productivity as required.
- Stays current in and seeks out new trends and developments in the nuclear community and municipal field.
- Completes general administrative (special) projects as assigned by Council through the CAO.

HOURS OF WORK

8:00 to 4:30 Monday to Thursday

8:00 to 3:00 Friday

SALARY RANGE

To be negotiated – Please request appointment and further information package.

CLOSING DATE:

January 31, 2025

Mr. Andrew Sprunt or Aaron Gullins
Current Project Lead Chief Administrative Officer

projectlead@ignace.ca

cao@ignace.ca

Jake Pastore
Outreach Lead

outreach@ignace.ca

1-613-639-9639 or leave message at 1-807-934-2202

Township of Ignace

34 Main Street (Hwy 17)

PO Box 248,

Ignace, ON P0T 1T0

Phone: 807-934-2202

Email: info@ignace.ca

Hours of Operation

Monday - Thursday - 9:00 a.m. - 4:30 p.m.

