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*POSITION PROFILE*

**CITY OF TORONTO**

**Executive Director, Housing Secretariat (4 Year Term Appointment)**

**August 2019**



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# Executive Director, Housing Secretariat (4 Year Term Appointment), City of Toronto

Toronto, ON



**Toronto** is Canada’s largest city, the fourth largest in North America, and home to a diverse population of about 2.8 million people. Consistently ranked one of the world’s most livable cities, Toronto is a global centre for business, finance, arts and culture. Join the award-winning Toronto Public Service as its Executive Director, Housing Secretariat.

## THE OPPORTUNITY

The Executive Director, Housing Secretariat is a newly created role (4-year term appointment) and a career-defining high-profile mandate at the City of Toronto. The role speaks to the vision and expertise of a strategically minded and results-oriented transformational leader who welcomes the opportunity to contribute to the well-being of Torontonians by leading the development of housing innovation and strategic partnerships.

In leading a team of approximately 20 dedicated professionals, you’ll champion and drive the development, policy creation and delivery of the City of Toronto’s 10-Year Housing Plan over the full spectrum of housing needs – including supportive, transitional and affordable housing – with both internal and external partners. The City Manager, Deputy City Managers, the Mayor, Council, Standing Committees, Task Forces, and the organization will look to you for executive-level strategic advice, support and recommendations on the City’s housing programs, priorities and policies.

### ***Customer focus, transformation and innovation***

Your initial focus will be to lead the delivery of the *Housing Now Initiative* by developing an interdivisional governance model in partnership with City divisions, CreateTO and other City agencies, liaising with City Councillors, and proactively identifying or resolving issues arising in the development process. You will play an integral leadership role in this key initiative aimed at stimulating the creation of complete communities offering residents a range of new affordable, quality housing along the transit corridor.

### ***Strategic orientation, continuous improvement and results***

You’ll set the overall strategic direction and provide strategic leadership on the City’s housing agenda, including the revitalization of Toronto Community Housing Corporation properties. Equally adept at setting strategy, plans and goals and at mobilizing resources to deliver on divisional and corporate priorities, you’ll establish corporate and divisional housing goals, objectives and priorities aligned with City and Council strategic directions and priorities. You’ll oversee and coordinate the policy framework and administration of the Housing Secretariat programs, lead program and/or process reviews within and across divisions pertaining to housing retention, expansion or development, and actively promote continuous improvement in performance measures and benchmarks.



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***Political acuity, collaborative partnerships and effective team building***

A persuasive communicator and savvy negotiator, you know how to influence and build collaborative relationships across a broad spectrum of internal and external stakeholders, from executive professionals within the City's agencies, divisions and corporations to senior officials from other orders of government and both private and community-based sectors. An experienced builder of high-performing, service-oriented teams within a diverse work environment, you lead by example and with high standards of work quality and organizational performance, including promoting continuous learning and innovation.

**THE CANDIDATE**

Success in this community-changing role calls for a champion of best practices with a post-secondary education in Business, Social Services or a professional discipline pertinent to the job function, or a relevant combination of education and experience. This will have included senior-level management experience in an administrative or social housing capacity within a major public or private sector organization. With your sound knowledge of housing legislation, policies, programs, planning and processes, and expertise in the principles, practices and methods of effective program planning, you are able to ensure that new programs and policies address current and emerging needs, and have a positive, long-term impact on the well-being and quality of life of the diverse communities served by the City of Toronto.

You possess highly developed interpersonal skills and ability to direct and motivate senior management staff operating in a service-oriented environment and communicate confidently with all levels of the organization. Your track record of accomplishments will have given you a thorough knowledge of management systems and advanced financial, organizational and program planning experiences, enabling you to achieve results through responsible management of financial, material and human resources, including effective labour relations to ensure compliance with collective agreements.

**HOW TO APPLY (Application Deadline – September 3, 2019)**

Please forward a confidential expression of interest (cover letter and current resume), quoting in the subject line "Executive Director, Housing Secretariat, City of Toronto", to: **Melanie Barbieri, Senior Consultant** – [mbarbieri@amropknightsbridge.com](mailto:mbarbieri@amropknightsbridge.com)

**EQUITY, DIVERSITY AND INCLUSION**

The City of Toronto is committed to fostering an inclusive, accessible environment where all employees and members of the public feel valued respected and supported. The City is dedicated to building a workforce that reflects the diversity of the public and the communities in which we live and serve.

Upon request, accommodation will be provided by the City of Toronto and Amrop Knightsbridge (LHH Knightsbridge) throughout the recruitment, assessment and/or selection process to applicants with disabilities.

**ABOUT AMROP KNIGHTSBRIDGE - [www.amropknightsbridge.com](http://www.amropknightsbridge.com)**

Proudly Canadian, Amrop Knightsbridge is a leading executive search firm with offices across Canada and partner offices around the globe. Amrop Knightsbridge is an integral part of LHH Knightsbridge, a human capital management organization comprising teams of specialists with an integrated perspective across recruitment, leadership and organizational development, learning, and career and workforce management. Solutions are customized to fully meet client specific needs, maximizing investments in people and achieving optimal organizational and business productivity and performance. LHH Knightsbridge has been recognized over multiple years as one of Canada's Top 50 Best Managed Companies. Further LHH Knightsbridge information is available at [www.lhhknightsbridge.com](http://www.lhhknightsbridge.com).