

The Township of Huron-Kinloss

POSITION DESCRIPTION

Position Title: Manager of Strategic Initiatives			
Reports to:	Chief Administrative Officer	Last Revision Date	June 2025
Department:	CAO	Positions Supervised:	Economic Development Officer
Position Status:	Full Time	Job Grade:	
Nature and Scope of Position:			
<p>The Manager of Strategic Initiatives will provide leadership in the development of strategies or initiatives that will advance corporate priorities. This position will oversee a wide range of projects driven by the Township of Huron-Kinloss Strategic Plan and other areas identified as priorities of the Township. This position will be responsible to lead and oversee the research, planning, and implementation of corporate initiatives, economic development, marketing, and community development initiatives and information technology (IT).</p>			
Key Result Areas	Major Responsibilities		Success Indicators
Strategic Planning	<ul style="list-style-type: none"> Supports CAO in the implementation, management and annual reporting of the strategic plan. Oversee strategic plan, project planning, operations for economic development, community development, tourism, marketing, digital modernization and information technology. Develop annual plans including goals, objectives and budgets for all areas of strategic initiatives. Responsible for preparation of annual operating and capital budgets for all economic development, community 		<ul style="list-style-type: none"> Successful completion and timely execution of strategic plan initiatives, improvement in economic indicators and enhanced community engagement. Efficient allocation and use of budget resources and effective

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	<p>development, tourism, marketing, digital modernization and information technology; including budget oversight and spending.</p> <ul style="list-style-type: none"> • As a member of the Office of the CAO, serves as a key strategic advisor to the CAO and Senior Management Team (SMT). Provides objective analysis and advice on key corporate matters and provides proactive updates to the CAO on any issues affecting the corporation or the community. • Support other departments with the implementation of their plans and strategies. • Responsible for developing external strategic partnerships with the broad business community, including business leaders, industry organizations, investors, senior levels of Government and regional sector partners to enhance the opportunities for economic development and growth within the Township (ie. Clean Energy Frontier, Grey-Bruce Local Immigration Partnership Council.) • Responsible for the development and implementation of the Key Performance Indicators (KPI's) as they relate to strategic initiatives, economic development initiatives, programs and services and projects. • Monitors performance against KPIs, ensuring they are effectively moving forward and identifying opportunities to improve the effectiveness of such. 	<p>management of resources to achieve strategic initiatives.</p> <ul style="list-style-type: none"> • Positive feedback from the CAO and the SMT and successful implementation of strategic advice. • Improved coordination and collaboration among departments and successful implementation of plans and strategies. • Increased opportunities for economic development and growth through developed partnerships. • Regular and accurate tracking KPI's and continuous improvement in KPI performance. • Timely and comprehensive reporting on the progress and challenges of implementing the strategic plan and goals. • Successful completion of special projects within the established
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	<ul style="list-style-type: none"> • Prepare and deliver reports to the CAO and Council on progress made and challenges in delivering the strategic plan and goals. • Manages special projects as determined by the Strategic Plan and CAO. • Represents the Office of the CAO, observing and participating on committees, task forces, community forums, fostering positive working relationships within and outside the organization and identifying new opportunities for partnership or collective action on common objectives/initiatives, ie. Transportation, housing. 	<p>timelines and effective management of project budget.</p> <ul style="list-style-type: none"> • Positive feedback from the participation and representation in the various community invested groups.
Information Technology (IT)	<ul style="list-style-type: none"> • Develop, recommend and implement policies, procedures and standards for the operation and security of information technology systems. • Acts as the primary contact for the Township to interact with IT-related service providers, including vendors, contractors and consultants to communicate information and resolve issues. • Facilitate, organize or ensure access to training on common IT services and computer applications. • Responsible for monitoring and following up with external IT support for all IT requests. • Acts as the Lead of the Digital Modernization Committee (DMC). 	<ul style="list-style-type: none"> • Policies and procedures are documents, approved and actively followed across all IT systems. • IT service provider issues are resolved within agreed timelines and follow the service level agreement. • Staff training sessions are conducted regularly with attendance and feedback tracked.

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	<ul style="list-style-type: none"> • Coordinate the corporate adoption of software to document plans and goals. • Trains all staff on the IT and software processes, in line with the digital modernization committee. • Ensure the hardware and software inventories and databases are kept up to date and that software licensing requirements are followed. 	<ul style="list-style-type: none"> • DMC adheres to the terms of reference, with meetings held consistently.
Economic Development	<ul style="list-style-type: none"> • Work with Economic Development Officer to identify new opportunities and develop strategies to implement. • Evaluates and proposes new initiatives based on best practices, emerging trends, innovation and in consultation with the economic development team. • Responsible for researching innovative and creative funding ideas, preparing grant applications, obtaining alternate sources of funding, developing partnerships and securing private funding to support economic development, community development, and strategic priorities. Oversee grants or funding compliance and reporting. • Participate on the Community Improvement Plan committee. • Attract investment – commercial and industrial, develop and implement investment strategies. 	<ul style="list-style-type: none"> • Positive collaboration with the Economic Development Officer and staying current with best practices, trends and innovation. • Successful and innovative funding opportunities and partnerships supporting economic development. • Increase in commercial and industrial industry awareness for investment in Huron-Kinloss.
Leadership and Departmental Management	<ul style="list-style-type: none"> • Responsible for interviewing and hiring new employees, carrying out performance appraisals and disciplinary actions. 	<ul style="list-style-type: none"> • Annual performance reviews completed on time for all employees in the department,

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	<ul style="list-style-type: none"> • Conduct coaching, training and mentoring with a focus on maximizing organizational performance and continuous improvement. • Responsible for departmental staff interaction with community, partners, participation on committees or task forces, attendance at meetings, presentations of reports and facilitating discussions in support of the Department objectives. • Promote individual corporate and team accountability through leadership and coaching in the advancement of corporate priorities. 	<p>with clear goals and constructive feedback.</p> <ul style="list-style-type: none"> • Positive feedback from community partners with staff interactions. • Continuous improvement and/or progress on department objectives.
Administrative	<ul style="list-style-type: none"> • Advise the CAO/Council of issues and concerns expressed by our constituents with respect to Township policy and provide recommendations and advice on resolving issues. • Responsible for policy development and review or all economic development, community development, tourism, marketing, digital modernization and information technology policies and procedures. Make recommendations to the CAO for the consideration of Council. • Understand the Municipal environment including good planning practices, and all levels of government. • Reports to Council and attends meetings as required. 	<ul style="list-style-type: none"> • CAO and Council are informed and updated on respective policies and Township issues. • Departmental policies and procedures are accurate and current. • Demonstrates an understanding of the municipal environment, planning practices and other levels of government.

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Teamwork	<ul style="list-style-type: none"> • Works cooperatively with team members and staff in other departments to ensure necessary workflow and coverage. • Provides support and back up to other staff in department as necessary. • Assists in establishing, maintaining and achieving goals, objectives and work plans. • Remains current on and adheres to corporate and departmental policies and procedures. • Ensures that own work is performed in a safe manner according to health and safety guidelines and procedures. • Participates in emergency events as required. 	<ul style="list-style-type: none"> • Adheres to corporate and departmental policies and procedures. • Successful completion of WHMIS and Health and Safety Training. • Attendance at and completion of all training required by the Township of Huron-Kinloss.
Public Relations/Customer Service	<ul style="list-style-type: none"> • Demonstrates a strong public service orientation. • Responds promptly to public queries and requests. • Resolves public concerns and complaints or refers to supervisor or appropriate Senior Manager. • Represents the municipality on various regional and tourism bodies. 	<ul style="list-style-type: none"> • Positive representation, no negative feedback • Responds to internal and external inquiries in a timely professional manner.
Other related duties as assigned.		
Qualifications		
Education:		

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- Post-secondary education in Economic Development, Communications, Business or Public Administration, Marketing or a related discipline.
- Working knowledge of the municipal affairs, business principles, corporate strategy and public policy.

Experience:

- 5 years experience in Economic Development.
- Leadership experience in a Municipal environment.
- Proven experience successfully leading innovation and the process of creating, implementing, monitoring and evaluating corporate strategic plans and initiatives.
- Project management experience.

Skills:

- Working knowledge of digital software and IT systems.
- Strong interpersonal and communication skills with proven ability to deal effectively with all levels of the Corporation and general public, including committees, members of Council, developers, agencies and consultants.
- Well developed problem solving and decision-making skills.
- Good human resource management and supervisory skills.

Physical Effort & Working Conditions

- Work is typically performed in an office environment with minimal exposure to hazards.
- The mental effort requires considerable and constant degree of concentration.
- Problems to be addressed are complex and varied and require experience and skill to solve.
- Hours of work may include overtime and evening meetings.
- Work generally has a low risk of injury.

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Signatures/Approvals	Signature	Date
Incumbent:		
Department Head:		
Administrator:		

The Township of Huron-Kinloss is committed to providing information in the format that meets your needs. We have made every attempt to make documents accessible but there may still be difficulty in recognizing all of the information. Please contact us if you require assistance and we will make every attempt to provide this information in an alternative format.