



Chief of Staff

Are you strategically minded and results-oriented, known for seeing both the forest and the trees? Do you have the experience, the credibility and the confidence needed to oversee strategic initiatives as well as the day-to-day management of the City Manager's Office? If your answer is an unqualified "yes", this mandate is for you.

As Toronto's new **Chief of Staff**, you will oversee a sizable portfolio encompassing communications, intergovernmental relations, agency and community partnerships, and transformational initiatives. You will be counted upon to oversee and coordinate the policy framework and administration of the Office, and to take the lead in the effective management of corporate agenda directions and Council priorities.

This senior position, reporting to the City Manager, is an extraordinary career opportunity for a highly effective relationship builder who can help resolve day-to-day Council issues and manage competing interests, priorities and demands in a rapidly evolving and politically sensitive environment with multiple internal and external stakeholders. The City Manager will look to you for strategic advice, guidance and insight, a consultative role that will see you influencing the overall strategic agenda, assisting the corporate team in developing new perspectives, possibilities and options, and challenging ideas and recommendations before they are developed and implemented.

You are an astute leader with extensive senior management experience in leading operations of substantial scope, complexity and diversity within a large organization. As a result, you are well prepared to manage administrative operation support for divisions within the City Manager's Office, including attendance and payroll processing, accounting support, administrative coverage, the overall budget, service planning process, financial analysis and corporate performance measures. You will also identify and re-align tactical decisions made in various business areas to ensure alignment with broader organizational goals, monitor City-wide Transformation projects, and set clear expectations for cross-divisional team members to ensure the timely implementation of effective, strategically sound solutions.

Your post-secondary education in business administration, public administration or a related professional discipline, or equivalent combination of education and experience, is complemented by a demonstrated track record of success in leading strategically and collaboratively, and overseeing major cross-functional initiatives in a diverse, complex and multifaceted organization. This will have included in-depth experience in leading teams of professionals, building a strong management team, and inspiring and developing high-performing staff in an achievement-oriented, fast-paced environment.

Adept at managing fiscal and human resources, you can evaluate complex situations, implement sound management practices and internal controls, and ensure the consistent, fair application of management policies and standards. This mandate calls for your solid knowledge and understanding of municipal government operations and intergovernmental relations, and ability to skillfully navigate political structures and systems, and plan, develop and implement complex administrative and operational systems.

You are an outstanding communicator with superior political acuity and impeccable strategic planning, issue resolution and decision-making skills, able to present complex ideas to diverse audiences, build and foster positive, constructive relationships and networks at all levels, establish clear expectations, deliverables and deadlines, and influence others to achieve outcomes. Equally important, you are committed to service excellence and the highest standards of professional integrity and accountability, embrace diversity, and promote inclusiveness and equality of opportunity.

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, we are a global centre for business, finance, arts and culture. Join the award-winning Toronto Public Service as Chief of Staff within our City Manager's Office.

For more information on this and other opportunities with the City of Toronto, visit us online at www.toronto.ca/jobs. To apply online, submit your resume, quoting **File #2313506X**, by **November 8, 2018**.

Accommodation: If you are an individual who requires accommodation, due to disability under the Ontario Human Rights Code, to apply for this position, please email us at

application.accommodation3@toronto.ca, quoting job ID #2313506 X and the job classification title. The City is committed to providing Code-protected accommodation throughout its hiring process. Please visit [Hiring Policies and Statements](#) for further details.