

8185BR - **Manager License Standards**

Halifax Regional Municipality is inviting applications for the permanent, full-time position of Manager, License Standards in the Community Standards & Compliance division of Community Safety. Halifax Regional Municipality (HRM) is committed to reflecting the community it serves and recognizing Diversity and Inclusion as one of the Municipality's core values. We have an Employment Equity Policy and we welcome applications from African Nova Scotians and Other Racially Visible Persons, Women in occupations or positions where they are underrepresented in the workforce, Indigenous/Aboriginal People, Persons with Disabilities and 2SLGBTQ+ Persons. Applicants are encouraged to self-identify on their electronic application.

Reporting to the Director Community Standards and Compliance, the Manager, License Standards ('MLS') is responsible for leading and managing the License Standard section of the Division which is comprised of two units: Animal Enforcement Services (which addresses demands throughout HRM regarding public safety issues, manages policy, enforcement and administration of animal related By-Laws and Administrative orders, oversees service agreement); Licensing Services, includes policy, licensing, enforcement and administration of By-Laws and Administrative Orders applicable to the following: Taxi, Limousines and Transportation Networking Companies, Vending, Temporary signs, Sidewalk cafes, Highway Advertising and Animal.

The MLS is responsible for developing and implementing policy changes, setting strategic direction for the section, preparing the section's business plan, annual budget and serves on corporate committees. The MLS aligns the section deliverables with the work plan of the relative Council Focus Areas and Community and Administrative Outcome Areas. The MLS is responsible to foster and maintain productive relationships with industry clients, internal and external departments and Regional Council.

For a detailed list of duties and responsibilities, please

email jobs@halifax.ca referencing the competition BR number and position title.

QUALIFICATIONS

Education and Experience:

Undergraduate degree in Business Administration, Public Administration or a related discipline.

Minimum five (5) years of management experience in a licensing/permitting, enforcement or compliance environment.

Demonstrated experience in managing a budget, managing a unionized workforce, and working with internal and external partners effectively.

Technical / Job Specific Knowledge and Abilities:

Ability to work as a team leader and/or team member in a diverse environment.

Ability to make decisions relative to urgency, importance, and public scrutiny.

Demonstrated organizational, supervisory, and administrative abilities.

Demonstrated interpersonal skills.

Ability to communicate both written and orally.

Ability to prioritize and co-ordinate a multitude of tasks and responsibilities.

Ability to set goals through consulting others with a vested interest and provide a supportive environment to achieve deliverables.

Ability to present to Regional Council, Community and Staff groups.

Thorough Knowledge of the Municipal Government Act and municipal by-laws including a clear understanding of their interrelationships.

Knowledge of standard software and technology.

Knowledge and skills related to budget preparation and financial management.

Knowledge and skills related to human resource management and labour relations.

Knowledge of quality front-line customer service principles and safety standards.

Knowledge and experience related to enforcement.

Security Clearance Requirements: Applicants may be required to complete an employment security screening check.

Please note – Testing may be conducted as a component of the selection process to assess technical and job specific knowledge. Candidates, who are selected for testing, may be tested in a group setting, scheduled at the employer’s discretion.

COMPETENCIES: Valuing Diversity, Visioning, Strategic Thinking & Innovation, Decision Making, Networking/Relationship Building, Developing Others, Managing Change, Values & Ethics, Organizational Awareness, Communication

WORK STATUS: Permanent, full-time

HOURS OF WORK: Monday to Friday; 35 hours per week

SALARY: NU09; \$95,480-\$131,290. Salary to be commensurate with education and experience.

WORK LOCATION: 7 Mellor Avenue, Dartmouth

CLOSING DATE: Applications will be received up to **11:59pm on Sunday, December 17, 2023.**

Please note: We thank all applicants for their interest in this position. Only those applicants selected for interview/testing will be contacted.

During the recruitment process, applicants have the right to request an accommodation. Applicants invited to participate in an assessment process (such as an interview or testing) and who require accommodation, should discuss their needs with the Recruiter when invited to the assessment process.