

Parking and Transportation Policy Advisor

Why Guelph?

When you join the City of Guelph, you join a team of over 2000 employees who deliver services the community relies on every day. Together, we are bringing to life Guelph's vision of an inclusive, connected, and prosperous city where we look after each other and our environment. As a single tier municipality, we offer a variety of occupations and career specialities within our organization. Guided by the goals and objectives of the Future Guelph: Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Community Vision for an inclusive, connected, prosperous city.

What we offer

We offer competitive wages and comprehensive benefits to meet the needs of our diverse employees. Many of our positions offer:

- Paid vacation days, increasing with years of service
- Paid personal days;
- Hybrid and flexible work arrangements;
- Defined benefit pension plan with OMERS, including 100-per-cent employer matching;
- Extended health and dental benefits, including Health Care Spending Account;
- Employee and Family Assistance Program;
- Parental leave top up program;
- Learning and development opportunities including tuition assistance
- Employee recognition programs.

Position overview

The City of Guelph is seeking an innovative, results-oriented professional to deliver advice and analyses to inform Guelph's parking and transportation policies, bylaws, regulations and services. The position reports to the manager of Transportation Planning and will be responsible for leading and delivering on the objectives of the Downtown Parking Master Plan, the Transportation Master Plan and the Strategic Plan.

Key duties and responsibilities

- Responsible for leading the planning, development and implementation of policies, practices and projects related to the City's downtown parking master plan (DTPMP) and transportation master plan (TMP).
- Prepare data-driven recommendations and advice on parking and transportation policies and actions that advance the Housing Accelerator Fund strategies.

- Project management of assignments on parking and transportation policy through a combination of contracted and/or in-house research studies, data collection and analysis, and preparation of reports.
- Advise on maintaining and/or procuring additional parking structures within and outside of the Downtown, in close collaboration with Strategic Realty Services and Economic Development departments, and with supportive financial, regulatory and policy studies.
- Manage contracts and relationships with third party consultants.
- Ensure that performance metrics (both financial and operational) are established, and that systems/processes are in place to measure and report.
- Develop and monitor financial strategy and operational budget for parking services.
- Provide cross-departmental support for other City departments for updates to transportation and parking related policies within strategic planning documents, including Official Plan, Zoning bylaw, Traffic bylaw and other regulatory or policy tools.
- Conduct engagement with the public, stakeholder groups, and advisory committees, including preparation of graphics and presentations, public speaking, and maintaining relationships.
- Build consensus amongst stakeholders, influence business planning and budget decisions with management and Council.
- Work closely with other City departments, external stakeholders and the public to deliver policy changes, understand multi-disciplinary impacts, and support Strategic Plan initiatives.
- Monitor parking service and technology trends and opportunities with a focus on making recommendations built on forward-thinking best practices to improve the parking system and services.
- Develop business cases and action plans on various topics including shared-service micro-mobility, accessible parking, Transportation Demand Management (TDM) goods and passenger loading, and bicycle parking.
- Prepare and present reports to senior management and Council on issues relating to parking.
- Manage the collection, processing and retention of key data required to perform the above-noted duties according to corporate and provincial policies on data privacy.
- Customer service focused on internal and external stakeholder relations and building partnerships that support the alignment of the downtown and city-wide parking ecosystems with the City's strategic plan, and the Transportation Master Plan.
- Provide support and direction to departmental capital budgeting process.
- Other duties as assigned.

Qualifications and requirements

- Completion of post-secondary education in Planning, Public Administration, Transportation, Economics, Business Management, Civil Engineering, or related field.
- Considerable experience managing capital projects and conducting research and analysis to implement a comprehensive policy program.
- Analytical skills with the ability to develop and analyze financial models, return on investments, cost-benefit ratios, and other financial performance measures.
- Project management experience on complex and sensitive projects. Project Management Professional (PMP) certification considered an asset.
- Experience in developing policy, leading research studies, and managing change.

- Excellent interpersonal and communication skills with the ability to establish and maintain effective working relationships with a diverse group of stakeholders.
- Experience in delivering presentations and providing facilitation to a variety of audiences.
- Ability to work efficiently with little supervision and under tight timelines.
- Proficient in the use of software applications such as Microsoft Office.
- Experience in sustainable transportation policies and initiatives, land use best practices, behavioural change, and transportation demand management is an asset.
- Candidates with an equivalent combination of education and experience may be considered.

Hours of work

35 hours per week, Monday to Friday, between the hours of 8:30 a.m and 4:30 p.m. This position is eligible for hybrid and flexible work arrangement options (as per current corporate policy).

Pay/Salary

Non-union Grade: 6 : \$91,567.41- \$114,459.27

How to apply

Qualified applicants are invited to apply using our **online** application system by **April 14, 2024**. Please note all applicants must complete the online questionnaire specific to this position at the time they submit their resume and cover letter in order to be considered.

Please visit the job posting listed on our City of Guelph [careers page](#) and click on the "Apply for this job" button. Instructions will follow.

The City of Guelph is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive workplace where employees feel welcome, valued and engaged. Our employment policies strictly prohibit all forms of discrimination on any of the grounds in relevant laws. All employment practices are solely based on individual merit, qualifications, and organization's needs at the time. In keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, we are committed to working with and providing reasonable accommodation for qualified individuals in our job application procedures. If you need an accommodation in order to participate in the hiring process, you may contact us to make your needs known in advance.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.