

## **SENIOR ADVISOR, PERMITS, LICENSES & APPROVALS**

**Metrolinx** is an agency of the Government of Ontario and its goal is to create a transportation network that enhances the prosperity, sustainability and quality of life for the Greater Toronto and Hamilton Area. It leads the planning in the region with its Regional Transportation Plan that guides the work and investments of the organization. It builds light transit, bus rapid transit and Regional Express Rail and operates GO Transit, UP Express and PRESTO.

Our Capital Projects Group is seeking a Senior Advisor, Permits, Licenses & Approvals for its Third Party and Agreements team to coordinate permits and approvals across multiple projects and to support the team with stakeholder engagement and permits and approvals strategies and processes. The focus of the role will be the Metrolinx subway program.

### **Key Responsibilities:**

- Works collaboratively with senior managers within the Permits, Licenses & Approvals (PLA) team and other departments on permits and approvals strategies and processes
- Develops and implements PLA plans including a permit register that align with transit program strategies
- Assists in the planning and implementation of critical permits, licenses and approval elements, primarily for the Metrolinx subway program
- Assists the project delivery teams with PLA application preparation, submittal and tracking
- Liaise with Authorities Having Jurisdiction (AHJ) including City of Toronto to identify permit, license and approval requirements as well as ensure timely receipt of approvals in advance of construction
- Reviews contracts and specifications to ensure appropriate provisions are included to ensure the success of permit and approval processes
- Coordinates with project delivery teams to ensure that effective and consistent permit and approval processes are being implemented
- Implements procedures, processes, standards and systems to enable effective infrastructure delivery
- Implements and improves systems for tracking and reporting to senior management on permit and approval status and risks
- Responsible for PLA tracking and reporting on a weekly/monthly basis
- Responsible for providing input into the development of the overall integrated schedule including identifying predecessor requirements and successor activities
- Builds, develops and maintains excellent relationships with key internal and external stakeholders critical to the successful delivery of program-wide permit and approval requirements.
- Initiates and facilitates productive relationships across the organization to ensure infrastructure delivery policies and projects are aligned internally
- Assists in the discussion and resolution of key technical and stakeholder issues and fosters collaboration between Metrolinx and third-party stakeholders to mitigate risks and ensure communication.
- Participates in weekly/monthly progress meetings with project delivery team, provides updates on PLA status and escalates PLA issues as necessary
- Assists with risk mitigation strategies to ensure compliance with Metrolinx policies and procedures, design and schedule requirements and to manage Metrolinx' liability throughout the lifecycle of projects.
- Serves as a key point of contact with internal and external stakeholders to develop and monitor permit and approval processes through the project lifecycle

**Location:** 130 Adelaide Street West, Toronto

### **Qualifications:**

- Completion of a degree in Urban Planning, Engineering, Environmental Studies or a combination of education, training and experience deemed equivalent
- Minimum six (6) years related experience within a municipal planning, building, construction and/or engineering environment with a focus on permit and approval processes. Knowledge of permits, licenses and

approval requirements for transit infrastructure projects is essential. Experience with projects delivered by means of public/private sector partnerships would be highly beneficial

- Knowledge of public sector decision-making structures and processes at the municipal, regional, provincial and federal level
- Experience with Project Management methods, tools and best practices
- Negotiation, tact, diplomacy and political acuity to develop and recommend project plans, manage multi-stakeholder projects/initiatives, and make recommendations.
- Excellent interpersonal, negotiation, collaboration and oral/ written communication and presentation skills.
- Proficiency in the use of project management software, Excel, and computer applications is considered an asset

To apply for this position, please submit your resume online, no later than **August 1, 2019**.

**Please note that applicants must be legally entitled to work in Canada. Accommodation will be provided throughout the hiring process, as required. Applicants must make their needs known in advance.**

Please be advised, Metrolinx uses email to communicate with their applicants for open job competitions. It is the applicant's responsibility to include an updated email address that is checked daily and accepts emails from unknown users. As we send time sensitive correspondence via email (i.e. testing bookings, interview dates), it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the Job Competition and your application will be removed from the Competition. Please be advised that a Criminal Record Search may be required of the successful candidate. Should it be determined that any background information provided be misleading, inaccurate or incorrect, Metrolinx reserves the right to discontinue with the consideration of your application.

**We thank all applicants for their interest, however, only those selected for further consideration will be contacted.**

**AN EQUAL OPPORTUNITY EMPLOYER**

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