



Chief Administrative Officer

WATERHOUSE
EXECUTIVE SEARCH

The Town of South Bruce Peninsula is a picturesque natural wonderland located in the southern portion of the Bruce Peninsula. Just two hours from the Greater Toronto Area, South Bruce Peninsula has over 12,000 fulltime and seasonal residents spread out through two major urban centres of Wiarton and Sauble Beach, and 12 smaller local communities and hamlets.

South Bruce Peninsula welcomes over one million visitors annually. Many come for its natural beauty, its extensive trail systems, the pristine waters of Georgian Bay and the endless sandy beaches along Lake Huron. They stay for our strong sense of community, work-life balance and an unmatched quality of life.

The municipality is committed to meeting the needs of our residents and business community by delivering efficient and effective services. In support of this we have a new vision and strategic plan that are centred around transparency and accountable governance, sustainable infrastructure, collaboration and partnerships, vibrant and safe communities and a stable economy inspired by business investment, economic development, and efficient municipal services to support our communities.

Define the Future

As the ideal candidate and our new CAO, you are an inspiring, results focused leader with a track record of business leadership in rapidly growing environments and will play a key role in realizing our strategic vision. In addition, you are known for your exceptional communication skills, your collaborative nature and commitment to building highly effective staff teams, while ensuring service excellence and fiscal accountability.

Working closely with the Mayor, Council, Senior Management, staff from across the organization and our partners you will add energy, ideas and direction as we continue to improve our community. You will be instrumental in leading the implementation of our strategic plan while ensuring the effective and efficient delivery of programs and services to the community through a highly engaged team. Your strong sense of fiscal accountability will enhance our organization by ensuring that our municipality is responsible, sustainable and our capital and operational budgets are well managed.

Key to your success will be your ability to manage and lead the organization with the goal of building a corporate culture of trust, respect and teamwork.

KEY QUALIFICATIONS

- **Leadership:** Significant experience in progressively responsible senior management positions in a complex, multi-stakeholder business environment.
- **Strategic and Tactical Orientation:** A track record as a strategic and innovative thinker in a service-oriented environment with the ability to communicate and translate future vision and strategic objectives into successful outcomes while fostering fiscal accountability and a positive and innovative workplace.
- **People Leadership:** Experience and ability to provide exceptional leadership and supervision to staff and to build enthusiastic, high performing staff teams; thorough knowledge of employment and labour legislation as well as collective agreement administration.
- **Business Operations:** Thorough knowledge and experience with progressive practices in business operations in a fiscally accountable fashion across a broad range of disciplines.
- **Service Excellence:** Ability to demonstrate customer service excellence across the organization through effective delivery of innovative programs and services in time-sensitive and changing environments.
- **Relationships and Partner Engagement:** Experience and ability to build productive external alliances and partnerships and to deliver common solutions and results.
- **Legislation:** Thorough working knowledge of a broad range of employer-related legislation, structures, financial and reporting processes.
- **Communications:** Ability to communicate effectively and address concerns and requests with tact, discretion and diplomacy; excellent written, verbal and presentation skills.
- **Community Focus:** A understanding of and a genuine commitment to be an active participant in our local communities.
- **Education:** A university degree in a related discipline and a demonstrated commitment to continuous learning.

To explore this opportunity please apply via email by **January 4th, 2021 or sooner** to careers@waterhousesearch.ca quoting project **SBP-CAO**. Should you wish to speak to our Executive Recruiter or to receive a detailed position description please contact Jon Stungevicius at 416-214-9299 x1, jon@waterhousesearch.com or Amy Oliveira at 416-214-9299 x4, amyoliveira@waterhousesearch.com.