



A proud tradition, a bright future.



Township of Malahide— Career Opportunity **Chief Administrative Officer**

CANDIDATE BRIEF

Township of Malahide: Municipality Profile.....p.3

The Opportunity: CAO Mandate.....p.4

CAO Responsibilities.....p.5

The Individual: Education and Experience.....p.6

Competencies.....p.7

Application: Process and contact information.....p.8

Township of Malahide: MUNICIPALITY PROFILE

The Township of Malahide is located on the brow of Lake Erie, in the heart of Elgin County, minutes away from the Cities of St. Thomas and London. From industry to recreation, farming to history, with a population of just under 10,000, you will be delighted with all that this growing agricultural community has to offer. Malahide is home to numerous agri-tourism experiences, charming villages, and rich culture. Residents enjoy modern community facilities, active community groups, excellent private and public schools, beautiful parks and playgrounds, and plenty of cycling and nature trails to explore.

The Township comprises the communities of Candyville, Crossley-Hunter, Copenhagen, Dunboyne, Fairview, Glencolin, Grovesend, Jaffa, Kingsmill, Lakeview, Little Aylmer, Luton, Lyons, Mile Corner, Mount Salem, Mount Vernon, Ormond Beach, Orwell, Port Bruce, Seville, Springfield, Summers Corners and Waneeta Beach.

Strategic Plan, Vision, Mission, Values, Priorities

The Mayor and Council are currently developing a new strategic plan to map out the path forward to 2033. The process will be completed this fall, with staff and community input.

Malahide has been forward-thinking and committed to initiatives that stimulate economic growth and diversification in an effort to maintain the municipality's long-term stability and sustainability.

However, with the recent announcement of significant investments in this region and the arrival of new industries, our socio-economic landscape is now evolving at a pace like never before. The Township is potentially on the cusp of major change.

The strategic plan will help determine how best to respond and contribute to the expected, accelerated growth in the region. The CAO will be instrumental in the completion and the execution of this plan.

For more about Township of Malahide visit: malahide.ca



Township of Malahide – Career Opportunity: Chief Administrative Officer



THE OPPORTUNITY: CAO MANDATE

Working in close collaboration with the Mayor, Council and Senior Staff, the CAO will provide the leadership necessary to realize Malahide's strategic vision, long-term objectives, and desired outcomes.

Mandate

Managerial oversight and continued modernization

With a main office located in downtown Aylmer, and reporting directly to Council, the Chief Administrative Officer (CAO) has overall accountability for the Township of Malahide's organizational health and performance. This means having oversight and being accountable for managing and optimizing all resources and assets, from people to facilities and infrastructure. This also involves continuing the modernization of internal policies and processes and maintaining effective communication with all stakeholders.

Enabling clarity, focus and continuous adaptation

Achieving the strategic objectives set by Council will require a leader who thrives on the challenge to meet day-to-day demands while keeping long-term goals on track. The CAO will enable their team of four (4) senior managers to stay focused while facilitating a continuous adaptation to an ever-evolving technological, economic and legislative landscape. As the main point of contact between Council and Staff, the mandate of the CAO will be to translate Council direction into operations, adjust priorities when warranted, provide clear targets, and communicate progress or changes, opportunities, and risks back to Council.

People and change management

The Township and Team Malahide have been in a state of renewal and transition for a few years. Although it is understood that the rapid pace of change will continue for the foreseeable future, the CAO's mandate will be to bring a sense of internal stability, cohesion and calm. Through compassion, effective communication, and a high level of emotional intelligence, the CAO will apply best practices in change management to enable, retain, and engage all staff members.



THE OPPORTUNITY: SUMMARY OF CAO RESPONSIBILITIES

Strategic Plan Implementation

- Working with the senior management team, develop and implement a multi-year operational plan to achieve the strategic objectives and the outcomes expected by Council.
- Ensure the operational plan has clear goals and targets, and then enable the management team to meet them.
- Oversee departmental performance against goals (people and financial), , and overall execution of the strategic plan.

Organizational Development, Culture, and Communications

- Lead by example to create and sustain a values-driven, service-oriented culture across the organization, through effective, open, and frequent communication, regular performance conversations, and implementation of employee engagement mechanisms.
- Establish positive relationships and serve as the principal communication link between Council, Staff, the community, businesses, and all other boards, authorities, levels of government, organizations or individuals with whom the Township does business.
- Act as a spokesperson for the Township and ensure correct and timely information and services are provided to the public and other stakeholders.

Resources Management and Administration

- Ensure suitable controls are established to safeguard the financial position of the organization.
- Ensure compliance with corporate policies and all applicable legislation.
- Ensure that suitable compensation, benefits, and development opportunities exist for all employees, and contractors, within and and a safe (psychologically and physically) and healthy working environment.
- Facilitate negotiation of CUPE Collective Agreement and all aspects of labour relations in connection therewith.

A full, detailed job description is available upon request.

THE INDIVIDUAL: EDUCATION, EXPERIENCE

The Township of Malahide requires a seasoned manager and an exceptional communicator to build collaborative relationships with Council, staff, members of the community, as well as with peers and colleagues across the County of Elgin.

We are seeking a Chief Administrative Officer with leadership and management experience in a service-oriented organization, who will derive immense satisfaction serving the community. With overall accountability for the day-to-day activities of the Township, experience in the effective management of people and operations is essential.

The next Chief Administrative Officer will bring an optimal combination of the following education, experience and competencies:

Education

- Relevant bachelor's degree from an accredited educational institution.
- Education or training in Business Administration, Public Administration, or a related field is desirable.
- Professional Designations such as CMO, CPA, RPP, MBA, MPA, or related are an asset.

Experience, Knowledge, Skills, and Abilities

Throughout your career to date, including at least seven years in management roles, you have demonstrated the knowledge and the ability to:

- Apply your knowledge of municipal / business fundamentals to provide clarity and vision when informing senior management and Council about the key opportunities, issues, threats and priorities confronting an organization and the external factors that affect choices.
- Lead and forge consensus regarding the tactics to undertake, the services/programs to offer, and the metrics/criteria to use when measuring the long-term success of an organization.
- Use political acuity by bringing a wide perspective to manage multiple stakeholders with diplomacy, and by being sensitive to local, and cultural differences.
- Manage an ambitious agenda with limited resources, in a challenging economic environment.
- Address workforce challenges and attract, retain, and develop talent.
- Create an environment that fosters innovation and creativity.
- Take accountability for results, document and apply lessons learned.
- Operate in a political, community-driven organization, with multiple stakeholders.
- Identify, foster, attract, and create alliances and strategic partnerships to achieve mutually beneficial outcomes.

THE INDIVIDUAL: COMPETENCIES

As the ideal candidate for CAO at the Township of Malahide, you bring the following competencies and a willingness to continually grow in five key areas:

PROBLEM-SOLVING AND THINKING

- Thinking strategically and tactically, with political acuity.
- Analyzing and translating complex, conceptual issues (e.g. legislative, policy frameworks) into local implications and action.
- Engaging the right stakeholders at the right time when addressing issues.

EMOTION AND MOTIVATION

- Being adaptable, with a positive, optimistic outlook.
- Being decisive but having little need for power. Able to influence, with or without formal authority.
- Showing a drive for strong achievement and results orientation.

INTERPERSONAL RELATIONS AND COMMUNICATION

- Being humble, and an honest, direct, straightforward communicator.
- Conveying genuine attention to and interest in the issues that are important to stakeholders.
- Developing and maintaining good collaborative relationships amidst conflicts and differences of opinion.

UNDERSTANDING OF SELF AND OTHERS

- Being confident and secure, recognizing own strengths and weaknesses.
- Being insightful in reading the needs and motivations of others.
- Being able to provide constructive input to the development of others.

WORK AND LEADERSHIP CHARACTERISTICS

- Being able and willing to meet the demands of a lean, fast-paced workplace.
- Being curious, seeking to continuously improve understanding of stakeholders.
- Being able to identify, adjust, and communicate priorities.

APPLICATION: PROCESS AND CONTACT INFORMATION

Inquiries and Discussing Interest

If you have questions regarding this opportunity prior to submitting your application, contact the Mayor, Dominique Giguère, via email to schedule a brief, confidential conversation at dgiguere@malahide.ca.

Compensation

A comprehensive benefit package and a salary range of \$122,897 - \$149,382 will be commensurate with your qualifications. A detailed job description is available upon request. Applicants must describe how they align with the qualifications and competencies presented in this candidate brief, by submitting a résumé and a motivation letter.

How to Apply

Please submit your documents in confidence by email, at your earliest convenience, to Sue Loewen, Human Resources Manager, Township of Malahide, at hr@malahide.ca. If you have any questions, do not hesitate to call Ms. Loewen at 519-773-5344, ext. 229.

We thank all applicants, however, only those selected for an interview will be contacted. Personal information collected will be used to assess career eligibility and will be maintained in accordance with the provisions of The Municipal Freedom of Information and Protection of Privacy Act.

Equal Opportunity

The Township of Malahide is an equal-opportunity employer. We view diversity as a moral imperative and a competitive advantage. We do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status. We plan and structure our interview to directly assess skills and experience.

The Township of Malahide is an inclusive employer. Accommodation is available under the Ontario Human Rights Code. If you require a disability-related accommodation to participate in the recruitment process, please email hr@malahide.ca with “Accommodation Required” in the subject line to provide your contact information.