# A logo with green and blue text Description automatically generatedAdvertisement

Chief Administrative Officer

Region of Halton

This year, the Regional Municipality of Halton is proudly celebrating its 50th anniversary! Halton Region includes the City of Burlington, the Town of Oakville, the Town of Milton and the Town of Halton Hills. With a population of over 637,000, Halton Region is expected to grow to over 1.1 million by 2051. The Strategic Business Plan sets the strategic direction and priorities for the Council’s four-year term of office and the Region’s future. Halton Region is guided in the implementation of its Strategic Business Plan by its Vision to be a welcoming and inclusive community that is sustainable, economically strong, equitable and safe and its Mission to enhance the quality of life in Halton for all – today and into the future.

The Chief Administrative Officer (CAO) is the highest-ranking administrative official in the Region, reporting directly to the Regional Chair and Regional Council. The CAO is responsible for leading the administrative and operational functions of the Region, guiding a team of 3,100 professional staff in delivering services to residents and stakeholders. As the executive leader, the CAO ensures the successful implementation, monitoring, and reporting of the Region’s Strategic Business Plan, including oversight of the Region’s Digital Strategy and the development of the next Council's strategic plan. The CAO also manages the administration of the Region's capital and operating budgets and oversees the evaluation of all regional programs. The CAO is responsible for overseeing the Region’s growth-related infrastructure program, ensuring sound financial planning and efficient service delivery. The CAO works closely with leadership at the Local Municipalities and other community organizations to ensure services are delivered to the community effectively. As a leader, the CAO fosters an inclusive, collaborative, and positive work culture, ensuring that the senior management team provides the best professional advice and support to the Regional Chair and Council.

Serving as a strategic advisor to Regional Council, the CAO must possess strong political acumen, emotional intelligence, and the ability to navigate complex, multi-stakeholder environments. A collaborative and motivating leader, the CAO will foster a culture of engagement, shared values, and service excellence. With a proven record of advancing organizational priorities, the CAO will be skilled in driving service innovation and operational effectiveness, ensuring that the Region’s services, programs, and policies meet the needs of diverse communities by promoting equity, diversity, and inclusion. The ideal candidate will have extensive experience in municipal government, with a deep understanding of regional operations and governance. They will be adept at meeting community needs, ensuring fiscal responsibility, and providing strong leadership and support to staff. The CAO will also be skilled in building relationships and collaborating across different levels of government.

The Regional Municipality of Halton is an equal opportunity employer. In accordance with the Accessible Canada Act, 2019 and all applicable provincial accessibility standards, upon request, accommodation will be provided by both Odgers Berndtson and the Region throughout the recruitment, selection and/or assessment process to applicants with disabilities.

To explore this opportunity further, please contact Margaret Vanwyck at [margaret.vanwyck@odgersberndtson.com](mailto:margaret.vanwyck@odgersberndtson.com) or submit your resume and letter of interest online to <https://careers.odgersberndtson.com/en-ca/30019/>by **November 29, 2024.**