



-  [councillor\\_myers@toronto.ca](mailto:councillor_myers@toronto.ca)
-  (416) 338-2858
-  100 Queen St. W. 2nd Floor, A8  
Toronto, Ontario, M5H 2N2
-  150 Borough Dr. 2nd Floor  
Scarborough, Ontario, M1P 4N7

## EMPLOYMENT OPPORTUNITY

**Employer:** Office of City Councillor Jamaal Myers, Scarborough North

**Title:** Director of Transit Policy

**Location:** Toronto

**Job type:** Full-time

**Salary:** \$70,000 - \$80,000

**Expected start date:** Immediate

**Deadline to Apply:** September 22, 2023; *interviews will be conducted on a rolling basis prior to the deadline therefore interested applicants are encouraged to apply as early as possible.*

**How to Apply:** Please apply with a resume and cover letter to [Adam.Reinhardt@toronto.ca](mailto:Adam.Reinhardt@toronto.ca) with the subject line "Director of Transit Policy".

***Women, Persons with Disabilities and/or residents living in Neighbourhood Improvement Areas / Toronto Community Housing are strongly encouraged to apply and are encouraged to self-identify as such in their cover letter. Recent and ongoing lived experience as a transit/TTC rider is required for this position.***

***If you require any accommodations please email [Adam.Reinhardt@toronto.ca](mailto:Adam.Reinhardt@toronto.ca) or call (416) 338-2858.***

### POSITION OVERVIEW

An exciting opportunity exists for a **Director of Transit Policy** to support the Chair of the Toronto Transit Commission (TTC), North America's third largest transit system. You are a strategic thinker, relationship builder and passionate city builder who can collaborate with a variety of internal and external stakeholders while providing corporate leadership to effectively manage and deliver on the Chair's priorities and agenda. As a highly organized self-starter with a can-do attitude and a willingness to learn, you are adept at synthesizing large amounts of information to guide your decision-making.





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The Director of Transit Policy will support the Chair in managing corporate, operational and administrative duties and functions, and in triaging, addressing and navigating contentious issues toward the achievement of the Chair's priorities and the TTC's mandate.

Key accountabilities in this role include building highly effective relationships with TTC management and employees, TTC Board members, City Councillors, public servants and TTC riders; representing the Chair in meetings as required; and leading and/or participating in high profile and sensitive projects and initiatives.

## KEY REQUIREMENTS & ACCOUNTABILITIES

### *Core Competencies*

- Exceptional communications skills, a strong collaborative leadership style, extensive issues management and policy experience, and the ability to create and implement strong governance frameworks.
- Contribute to building positive, constructive relationships between the Chair and the TTC's leadership, Mayor's Office, TTC Board, Members of Council, Toronto public servants, organized labour, civil society leaders, media and TTC riders.
- Provide advice and responses to the Mayor's Office, City Council, the Toronto public service and TTC riders, including responding to and resolving complaints.
- Prepare the Chair for meetings and briefings and help to set the agenda for TTC Board meetings.

### *Corporate Leadership*

- Advise and support the Chair on the Board agenda.
- Ensure strategic reports from the TTC and other relevant City departments are reviewed and vetted in advance of the Chair and help to guide the Chair's response to such reports.
- Facilitate discussions and oversee commitments between various stakeholders regarding roles and responsibilities to ensure the implementation of effective and timely solutions by responsible divisions/stakeholders.
- Oversee Chair and Board identified initiatives by monitoring progress towards meeting goals and achieving milestones, ensuring follow-through on the part of key players and help to sustain momentum needed to drive these initiatives.





- Manage work being completed at the direction of the Chair, including setting expectations, communicating roles/responsibilities/involvement, ensuring appropriate staff are tasked with reviews/approvals and clarifying and/or driving execution where only high level strategic guidance has been provided.
- Provide assistance to develop agendas, undertake coordination and follow-up on action items, prioritize plans for addressing issues that are impacting progress on goals and initiatives, track assignments and ensure successful execution; keep stakeholders informed via reports/summaries.

#### *Advisory and Support*

- Act as a proxy and facilitator of information for the Chair, managing issues before they reach the Chair, representing the Chair's point of view and working with key staff to determine proper courses of action.
- Key liaison between the Chair and the CEO of the TTC.
- Triage issues and provide support to the Chair by navigating and resolving contentious issues with varying degrees of political sensitivity.
- Proactively identify complex issues that need to be highlighted, screened/prioritized, shared, assigned and/or monitored.
- Ensure the Chair is fully briefed on high priority items reporting both conversationally and in written report form/presentations, and if necessary, staff are available to advise the Chair with adequate analysis and framing.
- Independently address issues on behalf of the Chair where possible.
- Proactively assist the Chair in prioritizing work ensuring the most critical issues are at the forefront.

#### Education & Experience

- Post-secondary degree in Business, Political Science, Public Administration, Public Policy, Communications, Urban Planning, Engineering, Technology or Law or a combination of education, training and experience deemed to be equivalent.
- Experience in a political office (municipal, provincial or federal) and/or as a chief of staff is an asset, however, it is not required.





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### Additional Requirements

- Demonstrated political acuity of Toronto's power structures, in particular City Council, the TTC Board, the Mayor's Office and the Province of Ontario.
- Must have or rapidly acquire comprehensive knowledge of City Council, the TTC's Board and leadership organization, relevant TTC policies and procedures and City of Toronto By-Laws.
- Strong leadership and demonstrated ability to direct and influence peers and staff.
- Excellent communication (oral and written), consultation, facilitation, negotiation, mediation and interpersonal skills.
- Excellent research, planning, business management, analytical, strategic, problem solving and decision making skills.
- Demonstrated ability to coordinate complex projects and initiatives to deliver benefits within defined objectives and timeframes.
- Demonstrated project management abilities including the ability to achieve results under pressure to tight deadlines.
- Proficiency in the use of MS Office applications.
- Administrative duties as required.

