

## **Appendix II Update Regarding the Chief Administrative Officer (CAO) Recruitment Process**

### **CAO ADVERTISEMENT (LONG VERSION)**

#### **Chief Administration Officer (CAO)**

The Region of Peel is the second-largest Ontario municipality and has undergone a major transformation during the past few decades as a dynamic unique community with a vibrant economic base. Planning for and supporting the changing and aging demographic of our community to thrive over the next 25 years will be an immense task and opportunity. Our goal is to build a Community for Life that ensures our “future Peel” is a healthy, safe and connected community, based on the cornerstones of collaboration, innovation and environmental sustainability.

The [Community for Life Dashboard](#) will start you on your journey to learn about Peel and who we are and how we are working together to support and grow a Peel that is a Community for Life!

The Region of Peel is looking for a Chief Administration Officer (CAO) to lead the day to day administrative operations. The CAO provides strategic and operational leadership to an Executive Leadership Team (ELT) overseeing the execution of the [strategic plan](#) to achieve the Region’s vision, mission and Values while meeting the needs of a growing and diverse community in Peel.

The Region of Peel is comprised of six (6) Departments that deliver, or support the delivery, of a wide range of diverse [programs and services](#) to the residents of Peel.

- Public Works
- Human Services
- Health Services
- Finance
- Digital and Information Services
- Corporate Services

Are you an **inspirational** leader who promotes a **culture of inclusion**, high performance and **collaboration**?

Are you an executive leader who is a collaborative **relationship builder**, **impactful communicator** and advocate who is looking to work with council, community leaders, local business and government partners at all levels to champion Peel and generate a positive impact for our residents and communities, in addition to achieving business outcomes?

Are you a **visionary** who is passionate about what you do and looking to make an impact? Are you a change leader who is creative, **innovative** and focused on building a sustainable Peel with the ability to respond and adapt to the growing needs of our community?

This is an opportunity for you...

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### ***The role...***

Reporting to Regional Council, you will be responsible for providing objective advice, guidance and support to Regional Council and work in partnership to lead, drive and execute the organization's strategic plan and outcomes, ensuring the delivery of quality programs and services to the residents and businesses of Peel. You will provide leadership, operational direction and inspiration to approximately 6100 employees supported by a total budget of \$ million.

You will seek direction and guidance from Regional Council within the relevant scope of responsibilities and ensure effective support to their governance/decision-making role as well as ensure their suggestions, issues and concerns on behalf of Peel residents are effectively addressed.

### ***You will be accountable for ...***

- Strategic and visionary leadership responsible for the development and execution of the Region of Peel's strategic plan ensuring the effective and efficient delivery of programs and services to the community.
- Managing a highly engaged Executive Leadership Team (ELT) and provide strategic leadership and direction to six Commissioners to support the administration of all departments to achieve departmental goals in accordance with the Regional Values, organizational priorities and Term of Council Priorities.
- Acting as a strategic partner to Regional Council by providing leadership, guidance and advice on the financial and administrative impacts of initiatives for Regional Council to make informed decisions.
- Maintaining a strong working relationship with all levels of government including advocating, negotiating and directing their efforts to ensure the Region's best interests are represented.
- Being the key spokesperson for strategic issues at Regional Council, public forums and with other levels of government, municipal jurisdictions, the media, the community and other stakeholders of the Region of Peel.
- Understanding Municipal and Employer-related legislation/regulations, municipal government organizations and structures, municipal operations, municipal financial and reporting processes, contract administration, and contemporary leadership and management practices.

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- Achieving client service excellence across the organization by accomplishing measurable results when executing complex and/or transformational initiatives, demonstrating urgency and results-orientation.

#### ***What we are looking for...***

- 10 +years of progressive, senior administrative and leadership experience in a highly unionized private or public sector work environment leading complex organizations with multiple operations and diverse stakeholders.
- Master's or bachelor's degree in public administration, business or related discipline.
- 5+ years demonstrated executive leadership experience, with strong people management skills including a proven ability to build, mentor, coach, engage, and motivate a multi-disciplinary team.
- Proven track record of achieving measurable results when executing complex and transformational initiatives for large organizations.
- Demonstrated ability to apply innovative thinking with an advanced ability to link strategies and planning to business objectives and an ability to move seamlessly between strategic and operational thinking.
- Experience in interpreting a strategic vision into an operational model while inspiring confidence and advancing a strategic agenda across a complex organization.
- Excellent judgement and creative problem-solving skills while working in a complex environment that must be adaptive to change.
- Critical thinker with innovative solutions to complex business issues, strong analysis and creative problem solving and the ability to exercise sound judgment to make timely decisions based on evidence.
- Demonstrated experience in leading and driving complex solutions through influencing, consulting, negotiation and conflict resolution.
- Demonstrated ability to communicate information with impact, passion and excitement to a diverse audience in a manner that establishes rapport, persuades others, and gains trust and understanding.
- Demonstrated inclusive leader, including the ability to listen to diverse perspectives and viewpoints, be open to new ideas and approaches and integrate these into tangible solutions.

**Appendix II**  
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- Excellent customer service and relationship building skills in order to achieve outcomes in partnership with both internal and external stakeholders.
- Demonstrated knowledge and understanding of outcome/service-based planning, budgeting and performance measurement and an ability to utilize data to inform decision-making with respect to the value or return on investment that is being provided to Peel residents.
- Demonstrated high standards of ethics, integrity, respect, accountability and upholding the public interest. All leaders at the Region of Peel are expected to live and demonstrate Peel's Leadership Competencies.
- Political and business acumen is required.