



THE TOWNSHIP OF NORWICH

invites applications for the position of

CHIEF ADMINISTRATIVE OFFICER (CAO)

(full-time, permanent)

Are you a motivated results-oriented individual with experience in a municipal department looking for a new challenge?

The Township of Norwich is located in scenic Oxford County, just a short drive from Woodstock, London, and Kitchener-Waterloo. Norwich Township is family-oriented with space to explore the outdoors, new housing developments, and lots of growth potential. A growing community of approximately 11,200 residents, Norwich Township is a central hub community feeding other communities with many restaurants, shops and employment opportunities.

Position Overview

Reporting to Council, the Chief Administrative Officer (CAO) is an integral member of the municipality's leadership team and is responsible for the management, care and custody of all of the human, financial and material resources of the municipality. The CAO is responsible for the overall management of the Township of Norwich in accordance with the policies and plans established and approved by Council, which include but is not limited to:

- Provides vision and leadership to the Municipality through planning, organizing and directing the operation of all municipal services;
- Advises Council and recommends actions for the development and implementation of programs and policies as required to facilitate and promote the welfare of the municipality and its citizens;
- Co-ordinates, leads and directs Senior Staff in the efficient administration of the municipality, including resource management;
- Prepares and provides recommendations and guidance for policy making by Council; ensuring elected officials have sufficient information on which to make effective decisions, and provides recommendations based on staff analyses, municipal plans and objectives;
- Manages the business affairs of the corporation;
- Manages the human resource activities for the Township and oversees the development of policies, standards and procedures to including recruitment, employee relations, health and safety, etc.;
- Promotes internal communication and engagement, including awareness of Council decisions and policies; as well as effective working relations between Council and Staff;
- Collaborates with Department Heads on recommendations that consider all relevant aspects of Council policy, strategic plan, budget, legislation and other department and community input;



- Exercises all of the powers and duties of the position of Chief Administrative Officer, as may be prescribed by the Statutes of Ontario, and as prescribed by Council;
- Administers effective public relations between the Township, its officials and the community at large: establishes liaisons and positive relationships with the business community, boards and authorities, other levels of government and acts as a spokesperson on behalf of the administration;
- Attends and participates, as necessary, in Council meetings and ensures that appropriate resource persons are in attendance, when necessary;
- Provides direction and support for Economic Development in the Township;
- Performs other duties as assigned by the Council and/or as may be required by law.

Qualifications

- University Degree in Public or Business Administration or related field;
- Minimum five (5) years' experience as a leader in a municipal setting or equivalent experience in the private sector;
- Demonstrated ability to lead, motivate and direct a management team;
- Strong organizational, supervisory and time management skills;
- Excellent verbal and written communication, public relations, and conflict resolution skills;
- Understanding of municipal business planning and budgeting;
- Ability to work in a cross-cultural environment;
- Thorough knowledge of applicable legislation, including, but not limited to municipal legislation/regulations, Employment Standards Act, 2000, Human Rights Code and Occupational Health & Safety Act;
- Possess a valid "G" Driver's license and transportation in order to attend off site meetings.

Benefits

- Annual salary to be negotiated based on a 35-hour workweek;
- Comprehensive employee benefit plan and participation in OMERS.
- Flexibility with a remote work policy that allows hybrid work, while still maintaining an on-site leadership presence.

Application Instructions

To explore this exciting opportunity, qualified candidates are invited to submit their application in confidence, to Jason Clement, Ward and Uptigrove HR Solutions at hrresults@w-u.on.ca on or before **January 10th, 2025**.

The Township of Norwich is an equal opportunity employer and will make accommodations available to applicants with disabilities upon request and throughout the entire recruitment process. This job posting is available in an accessible format upon request.

While we appreciate all applications received, only those invited for an interview will be acknowledged. Personal information submitted is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment.