



JOIN OUR TEAM REJOIGNEZ NOTRE ÉQUIPE



The Toronto Port Authority owns and operates:
L'Administration portuaire de Toronto possède et exploite:

AÉROPORT DE TORONTO
BILLY BISHOP
TORONTO CITY AIRPORT

PORT OF TORONTO

OUTER HARBOUR
MARINA
DE L'AVANT-PORT

The Toronto Port Authority operates the Billy Bishop Toronto City Airport, the Port of Toronto and the Outer Harbour Marina. We are proud to be partners in securing Toronto's economic prosperity and enhancing its beautiful waterfront for all to enjoy.

The Toronto Port Authority has the following contract, full-time opportunity awaiting you:

PROJECT LEAD, AIRPORT COMPREHENSIVE PLAN

The Project Lead will oversee the development of the airport's future vision and Comprehensive Plan, managing all aspects of project delivery, consultant coordination, stakeholder engagement, budget oversight, research, scheduling, and governance reporting. Working closely with internal teams, external partners, and senior leadership, the role will drive the successful execution of this strategic initiative. The position is based within the Infrastructure, Planning and Environment team and the role works closely with senior leadership and reports directly to the Vice President, Airport.

RESPONSIBILITIES:

General activities and functions include, but are not limited to:

- Lead the development and execution of the Airport Comprehensive Plan, ensuring alignment with the long-term vision and strategic priorities of Billy Bishop Toronto City Airport.
- Manage complex, multi-disciplinary projects from initiation through implementation, balancing scope, schedule, budget, risk, and stakeholder expectations.

- Oversee external consultants and technical advisors, ensuring high-quality deliverables, strong performance, and compliance with procurement and contractual requirements.
- Drive engagement and consultation initiatives with government agencies, Indigenous communities, industry partners, community groups, and the public.
- Collaborate closely with senior leadership, business unit leaders, and cross-functional teams to secure input, build consensus, and advance key project objectives.
- Develop and maintain project schedules, financial forecasts, budgets, reporting frameworks, and performance metrics to support successful project delivery.
- Prepare executive briefings, Board and Governance Committee materials, presentations, correspondence, and strategic reports for senior decision-makers.
- Facilitate project meetings, workshops, and stakeholder forums, ensuring clear action plans, accountability, and timely follow-up on deliverables.
- Identify project risks, issues, and opportunities, implementing proactive mitigation strategies and recommending solutions to support project success.
- Foster strong relationships with internal and external stakeholders, serving as a trusted representative of Toronto Port Authority throughout all phases of the project.
- Champion a culture of safety, operational excellence, accountability, and continuous improvement while ensuring compliance with applicable legislation, policies, and standards.
- Monitor emerging industry trends, planning practices, transportation initiatives, and regulatory developments to help shape innovative and sustainable airport planning outcomes.

Note: This position description is intended to describe the general level and nature of the position and is not an exhaustive list of all tasks assigned in the performance of the position.

SKILLS AND QUALIFICATIONS:

- Technical College or University degree in Environmental Management / Planning / Transportation / Engineering field.
- Minimum ten to twelve (10-12) years of experience in airport related projects.
- Experienced at working with government and/or government business agencies on delivering projects.
- Experience in working on Environmental / Impact Assessments at the Federal/Provincial/Municipal level of government or private sector, would be an asset.
- Proven track record of successfully managing transportation/environmental planning projects in the past 10-12 years, on time/on budget.
- Proven experience and understanding of project delivery principles.
- Superior interpersonal skills, able to interact with all levels in a professional, positive manner, able to build relationships and be a team player.
- Excellent communication skills both oral and written.
- Highly organized, possessing a solid ability to plan and follow up.
- Possess sound judgment and the ability to effectively problem solve and/or escalate accordingly.
- Resourceful self-starter, able to work independently and within a team environment.
- Able to handle a variety of projects and produce work with a high degree of accuracy and attention to detail.
- Able to multi-task, manage and meet deadlines and adapt easily to change.
- Very proficient with Excel, Word, Outlook, Microsoft Project and Auto Cadd etc.
- Bilingual in French is an asset.

Interested and qualified candidates are invited to e-mail a resume along with a covering letter outlining how your experience supports our position requirements to:

careers@torontoportauthority.com

By submitting a resume and/or job application materials, you consent to the Toronto Port Authority collecting, using, and disclosing your personal information for the purposes of present or future job opportunities, in accordance with our Privacy Policy.

Licenses and other documentation may be requested from candidates moving on to an interview.

In the subject line, please quote: **PROJECT LEAD, AIRPORT COMPREHENSIVE PLAN**

We thank all applicants for their interest. However, only applicants selected for an interview will be contacted. The Toronto Port Authority is an equal opportunity employer.

To learn more about the Toronto Port Authority and the exciting work we are doing to be a city-builder and transform Toronto's waterfront go to www.TorontoPortAuthority.com