



## Strategic Planning Analyst III

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### **INTRODUCTORY COMMENTS**

This classification stream should be used for positions whose work incorporate systems thinking as a significant element of the work and focuses on one or more of the following disciplines as its core focus: corporate strategic planning, business planning, performance measurement, policy development, change management, translating business financial requirements to written form (i.e. business case development); risk management/quality assurance as it relates to the strategic planning framework.

The classification level within this stream depends significantly on the ongoing breadth and complexity of work assignments and level of stakeholders the position interacts with on an ongoing basis. A consistent element at all levels is the expectation that deliverables align with council established City vision and strategic direction to guide the business of the corporation in a strategic manner. General activities associated with this stream are:

- Develop, implement and support integrated corporate wide planning, policy and performance processes
- Lead, implement and manage corporate strategy development as agents of corporate leadership
- Work collaboratively with departments as agents of corporate leadership
- Facilitate corporate strategy and business plan development
- Develop guidelines and educational tools for corporate strategy
- Facilitate the development of strategic management (risk management, performance management, business planning)
- Identify, implement and monitor business process improvements.

### **DEFINITION**

Specialist/leadership and/or full supervisory role which includes activities associated with longer term complex business planning and consulting, and developing proposals for policy programs, processes, projects and strategies, typically for one or more branches within a department or at the corporate level.

Leads department development of: strategic plans, process reviews, policy development, business solutions, outcomes, performance measures, and targets in alignment with council direction and corporate goals, planning/policy frameworks, and the strategic management cycle. Leads, coordinates, and executes assigned projects and develops new and continuous improvement projects to facilitate resulting change benefiting the Department. Coordinates project process management and participates in budget related documentations (i.e. business case) as they relate to the development of operational business rationales and performance reviews.

This level differs from the Strategic Planning Analyst II level based on position having a greater focus on corporate and/or department operations, project leadership, work complexity, as well as the depth of program evaluation and strategic assessment and the higher ongoing level of contacts.



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### **TYPICAL DUTIES \***

Leads the development of process, programs and complex activities across a spectrum of policy planning and business functions such as: business planning, performance measurement and outcomes, strategic plan development, budget analysis, and project management.

Develops, coordinates, manages, leads and implements Department directed policy initiatives and complex multi-partner projects.

Oversee complex multi faceted integrated projects following formal project management policies, procedures and best practices.

Collaborates with senior leadership within assigned portfolios to develop business priorities, strategic capital and operational plans, business cases and program evaluations to support funding requests submitted to council through defined corporate processes.

Utilizing sophisticated performance measurement tools, leading practices and processes, provide expertise in the development of business plans and strategies, ensuring that they meet corporate and department requirements.

Support capacity building planning, preparation, facilitation, and prepare documents on related topics and opportunities and support implementation and integration of key concepts and work.

Establish relationships with internal and external directors and above to coordinate and deliver position accountabilities. Provide expert advice and guidance to senior managers and executives as it relates to strategic planning and associated elements.

Evaluate program success/effectiveness and develop recommendations to senior leadership to maximize continual program and process improvement.

Lead integrated teams using defined corporate project management protocols and templates; review and analyze projects, plans and policies in relation to scope of work and develops and approves project documentation required. This may include presentations, facilitations, and information sessions to support the development and learning of new tools.

Perform other related work, including research (involving the interpretation of qualitative and quantitative data and information); development of project charters, terms of reference, and business cases; manage contracts and project resources associated with assigned deliverables.

Lead, support and guide the development of tools, methodologies and approaches to measure and evaluate a variety of elements related to partnerships and organizational development and change management.

Supervises, coordinates and reviews the work and activities of directly reporting staff or other project staff.



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### **KNOWLEDGE, ABILITIES AND SKILLS**

Extensive knowledge of strategic management and business planning principles, systems thinking, policy development, benchmarking and performance measures, outcomes, and risk management related to department's business strategies and goals.

Extensive knowledge and experience in strategic and operational business planning including the annual business planning cycle and processes.

Extensive knowledge of the development and management of performance measurement strategies, operational analyses, process development, evaluation methodologies.

Advanced knowledge of project and research methodology, design, analysis, implementation, data collection, and presentation of results and recommendations.

Significant knowledge of corporate priorities, strategies and initiatives, and associated timelines associated with the corporate reporting processes and protocols.

Experience in an inter-governmental environment; working with government officials and stakeholders.

Experience analyzing, compiling and making recommendations regarding legislative and strategic issues.

Experience and skill in the use of analytics, and data intelligence to support decision making processes.

Significant ability to understand and execute oral and written instructions of an advanced nature and ability to express complex ideas and concepts effectively and persuasively, verbally and in written format.

Significant skill and expertise leading integrated teams comprised of various levels and disciplines, by demonstrating change leadership. Demonstrated results in building and working with interdisciplinary teams and collaborative business strategy development.

Significant skills and ability in project and process management including the ability to effectively gather, synthesize, and analyze data. Ability and skill in project initiating, planning, monitoring and management skills with a focus on process design and transition management.

Experience working with councils, boards, business stakeholders, and community associations (or similar).

Ability to establish and maintain effective relationships as necessitated by work assignments.

Strong interpersonal skills and expertise to consult with and lead/facilitate meetings of diverse client groups, including senior managers and above.



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Experience with employee supervision including management and leadership skills.

### **TRAINING AND EXPERIENCE REQUIREMENTS**

#### Job Level

A university degree in business administration, public administration, political science, or a discipline as required by area of specialization. (A graduate level degree in one of these disciplines is preferred).

A minimum of seven (7) years of progressively responsible experience in a combination of: strategic/operational business planning, working with corporate performance measures and budgets, policy development and leadership and project management experience. Experience working within a public sector environment would be an asset. Positions with supervisory responsibilities must have two (2) years progressively responsible supervisory experience.

Professional or technical designations such as PMP or CPA or similar would be considered an asset.

\* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

STRATEGIC\_PLANNING\_ANALYST\_III\_ACTIVE

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	2274		2278	
Grade	032		034	

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