



Strategic Planning Analyst I

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 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

Position performs professional work in a variety of planning activities as assigned by supervisor; assists supervisor in the delivery of specific elements or parts of complex projects. With increased experience, position may perform assignments independently, referring to supervisor as required for direction and clarification of details. Initiative is used in determining the most effective methodology of collecting, summarizing and evaluating project results and final product is reviewed by a superior for adherence to initial guidelines. At this level, independence will increase dependent on experience gained.

TYPICAL DUTIES *

Assists with planning and development of policies and programs or may be assigned individual projects of lesser complexity.

Conducts shorter term research projects to aid in evaluation, assessment and development of recommendations.



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Researches information and data on a variety of topics by contacting individuals, libraries and institutions and by reviewing files, periodicals and other literature sources.

Prepares maps, charts, graphs and textual presentations of data collected and summarized using standardized tools and methods.

Assists in the development, creation of performance measurement tools and data collection tools and processes.

Analyzes and evaluates findings and incorporates resultant data into comprehensive reports.

Assists in projects by acting as liaison and by providing statistical resource data as required.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge and experience in business planning, the business planning cycle and process.

Knowledge of the development and management of performance measurement strategies and tools.

General understanding/knowledge of strategic and business planning principles, policy development and benchmarking and procedures for alignment of performance measures with the department's business plan goals.

General understanding of corporate priorities, strategies and initiatives and associated timelines associated with the corporate reporting processes/protocols.

Knowledge of primary and secondary research methodology, including design and implementation, data collection, and trend and results analysis and presentation.

Some skill and ability in project and process management including the ability effectively gather, synthesize and analyze data.



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TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

A university degree in business administration, public administration or a discipline as required by area of specialization. A minimum of two (2) years of progressively responsible experience in a combination of: strategic and operational business planning, working with corporate performance measures and budgets.

Opportunity Concept

A university degree in business administration, public administration or a discipline as required by area of specialization and less than two (2) years related experience.

* *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_I_ACTIVE

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	2272	2271	2276	2275
Grade	022	010	024	019

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