



## Strategic Planning Analyst II

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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**

Professional level work delivering assigned planning activities typically for a defined section of a department, to support department strategic planning to align with the corporate direction; in the development of operations plans, performance measures and outcomes; project process management and operating budget coordination as it relates to the development of business rationale.

Consults on a broad range of activities with partners/stakeholders as assigned by a supervisor or Strategic Planning Analyst III. The focus of the work at this level is primarily associated to specific components of complex planning or policy development projects and must have an understanding of the department and how each branch aligns to each other, the department and corporate strategies and initiatives.

### **TYPICAL DUTIES \***

Performs a variety of assignments in the fields of strategic business planning, policy development, performance measurement and outcomes and project management.



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Consult with senior management and managers as required, supervisor and colleagues to development business priorities, operational plans and business cases to support requests submitted to council through defined corporate processes.

Provide technical guidance to senior leadership in the coordination and development of business plans and strategies, ensuring that they align with corporate requirements and policies.

Establish relationships with internal and external clients to support the coordination and delivery of position accountabilities.

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 project documentation as required. This may include presentations, facilitations, and information sessions to support the development and learning of new tools.

Apply knowledge of performance measurement tools and best practices in the creation of programs, data collection tools and processes.

Conduct analysis of performance measurement data, trend analysis and analysis of program success / effectiveness. Develop recommendations / write reports for use by decision makers in the development, implementation and delivery of operational activities.

Review and analyze projects, plans and any new policies in relation to scope of work providing advice and recommendations to supervisor(s).

Conduct ongoing primary and secondary research (interpret data sets, analyze and review research, make recommendations); develop briefings and other documents in response to requests.

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

Considerable knowledge and experience in strategic and business planning, the business planning cycle and process.

Considerable knowledge of the development and management of performance measurement strategies and tools.

Considerable 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.

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

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



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

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

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.

Ability to integrate strategic planning into operational practice.

Skill and expertise leading integrated teams comprised and demonstrated results in working with interdisciplinary teams and collaborative business strategy development.

### **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 five (5) years of progressively responsible experience in a combination of: strategic and operational business planning, working with corporate performance measures and budgets; business case development. Leadership and project management experience within a public sector environment would be beneficial.

\* *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\_ACTIVE

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	2273		2277	
Grade	030		032	
Originated:	November 2017			
Last Updated:				
Previous Updates:				