

Strategic Planning Analyst I, Branch Planning and Performance Job Number: 42067

At the City of Edmonton - Parks & Roads Services, the long-term success of serving our citizens is implemented by the actions of exceptional leaders who exemplify our Cultural Commitments of being Safe, Helpful, Accountable, Integrated, and Excellent. As a leader in our branch, your role will be to inspire and cultivate our vision and cultural commitments while championing continuous improvement in your area of responsibility.

Reporting to the Supervisor of Business Planning and Financial Management, this position will assist in anticipating and planning for the future of Parks and Roads Services, in collaboration with the Department Strategy Section and while balancing the needs of stakeholders and the public with the realities of our fiscal situation and timelines.

As a Strategic Planning Analyst for Branch Planning and Performance, your responsibilities will include:

- Contribute to the development of the operational priorities of the sections and branch in alignment with the Department
- Lead and coordinate various budgeting exercises for the branch (e.g. priority based budgeting, SOBA/SCBA, Financial Reviews etc.)
- Work with the branch leadership team and staff to identify and address strategy, business planning, performance management, risk management and policy gaps, issues and opportunities
- Identify issues, challenges, and opportunities with planning and processes and make changes as appropriate
- Regularly monitor, analyze and evaluate performance measures to identify trends and issues, identify areas for improvement, and make recommendations for corrective action to improve service delivery
- Facilitate and liaise with the sections to translate department direction into actionable business plan actions
- Support the implementation of corporate processes and tools to support risk management in the sections, such as risk registers, risk identification and evaluation tools, integrated reporting, and progress monitoring and measures
- Develop regular reporting mechanisms on key operational and business deliverables
- Identify issues, challenges, and opportunities with planning and processes
- Create reports and presentations for branch/department leadership

Qualifications:

- Post-Secondary Degree in Business Administration, Commerce, Finance
- CPA/CFA designation would be an asset
- A minimum of three (3) years of progressively responsible experience in a combination of: strategic and operational business planning, working with corporate performance measures, finance and budgets; business case development; project management. Experience within a public sector environment would be beneficial
- Knowledge and experience in strategic and business planning, the business planning cycle, and process
- 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
- Experience and skill in the research, use of analytics, and data intelligence to support decision making processes
- Ability to build effective working relationships with all levels of management, and demonstrated comfort working with and advising senior leaders
- Excellent verbal and written communication skills with all levels of management

The City of Edmonton is committed to inclusive, respectful and equitable workplaces that represent the communities we serve. We continuously improve our systems, policies and practices to remove barriers and ensure our employees, in all their diversity, can succeed. We value applicants with a diverse range of skills, experiences and competencies, and encourage you to apply. To learn more, see the Art of Inclusion: Our Diversity and Inclusion Framework here: <https://bit.ly/3hd2d95>.

The City of Edmonton strives to provide reasonable access and accommodations throughout the application and selection process. If you would like to request an accommodation at any stage of the process, please contact Employment@edmonton.ca.

COVID-19 Notice: The City of Edmonton has implemented a COVID 19-Vaccination Policy. Employees must be fully vaccinated against COVID-19 and provide proof of vaccination. Employees who cannot be fully vaccinated on the basis of a protected legal ground (e.g. medical, religious) may request an exemption. Please note that this policy applies to all employees, including new hires, and volunteers. If your application is successful, you will be asked to provide proof of vaccination or request an exemption.

For more information, please refer to our COVID-19 Vaccination Policy (bit.ly/3IKwb6j) and COVID-19 Vaccination Procedure (bit.ly/39BICMt).

Up to 1 Permanent Full-Time position

Hours of work: 40 hours per week

The weekly hours of work for this position are currently under review and may change at a future time. Any changes will be made in accordance with the City of Edmonton/Civic Service Union 52 collective agreement and the incumbent will be notified in advance.

Salary: \$36.577 - \$45.697 (Hourly); \$76,372.780 - \$95,415.340 (Annually)

Talent Acquisition Consultant: TK/MZ

Classification Title: Strategic Planning Analyst I

Posting Date: Nov 12, 2021

Closing Date: Nov 26, 2021 11:59:00 PM (MST)

Number of Openings (up to): 1 - Permanent Full-time

Union: CSU 52

Department: Parks and Roads Services

Work Location(s): 16th Floor Edmonton Tower, 10111 104 Avenue Edmonton T5J 0J4