



Make working for
The City work for you.



Business Strategist

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

As a Business Strategist with the Council and Governance Services division of the City Clerk's business unit, you will be responsible for policy and bylaw reviews, research, business analysis, producing council and committee reports, delivering on council direction, business continuity planning, and issues management pertaining to the Office of the Councillors and other related business unit matters. Primary Duties include:

- Function as the subject matter expert on relevant policies and bylaws including, but not limited to the Councillors' Budget and Expense Bylaw (36M2021), Procedure Bylaw (35M2017), and the Councillors' Assistant's Policy (PAC005).
- Lead the analysis and development of amendments to bylaws and relevant council policies based on best practices; assess, interpret, and coordinate the translation and implementation of council direction and policy recommendations into policies, procedures, and processes which direct service delivery and improve the performance and effectiveness of the Council and Governance Services division.
- Write reports and propose recommendations in response to council and committee direction as it pertains to the Office of the Councillors and ward office administration.
- Use qualitative and quantitative research methodologies for research and business analysis. This position must quickly and accurately acclimatize themselves to the subject matter and understand the history behind council decisions, jurisdictional benchmarks, and public engagement.
- Respond to various requests from Councillors and ward office staff including providing content on technical bylaw matters, providing strategic advice on emerging issues, and providing guidance respecting bylaws, policies, procedures, and legislative processes.

Qualifications

- A degree in Public Administration, Business, Management, Political Science, Law, or a similar field and at least 5 years of governmental experience in policy and program development, project management, or strategic planning.
- Intermediate proficiency with Microsoft Office (Word, Excel, Outlook, Teams, and PowerPoint) is required.
- Must be able to work with competing and tight deadlines.
- Well-developed interpersonal skills with a demonstrated customer service focus.
- Must have a high-level of integrity, be diplomatic and be able to maintain the strictest of confidence.
- Success in this position requires political acumen, good judgement, strong written and verbal communication skills, organizational and interpersonal skills, and the ability to work on a team in a changing and political environment.

Pre-employment Requirements

- Applicants will be tested for appropriate skills.
- Successful applicants must provide proof of qualifications.

Union: CUPE Local 38
Position Type: 1 Permanent
Compensation: Pay Grade 11 \$42.09 - \$56.27 per hour
Hours of work: Standard 35 hour work week
Audience: Internal/External

Business Unit: City Clerk's Office
Location: 700 Macleod Trail SE
Days of Work: This position works a 5 day work week with 1 day off in a 3 week cycle.
Apply By: April 19, 2024
Job ID #: 309656

Apply online at www.calgary.ca/careers