

Advisor, Strategy & Performance Reporting

Why Guelph?

When you join the City of Guelph, you join a team of over 2000 employees who deliver services the community relies on every day. Together, we are bringing to life Guelph's vision of an inclusive, connected, and prosperous city where we look after each other and our environment. As a single tier municipality, we offer a variety of occupations and career specialities within our organization. Guided by the goals and objectives of the Future Guelph: Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Community Vision for an inclusive, connected, prosperous city.

What we offer

We offer competitive wages and comprehensive benefits to meet the needs of our diverse employees. Many of our positions offer:

- Paid vacation days, increasing with years of service
- Paid personal days;
- Hybrid and flexible work arrangements;
- Defined benefit pension plan with OMERS, including 100-per-cent employer matching;
- Extended health and dental benefits, including Health Care Spending Account;
- Employee and Family Assistance Program;
- Parental leave top up program;
- Learning and development opportunities including tuition assistance
- Employee recognition programs.

Position overview

We are currently hiring for the position of **Advisor, Strategy & Performance Reporting**. Reporting to the Manager, Corporate Performance and Strategy, the successful candidate will play an important role in developing a performance-based and data-driven culture at the City of Guelph through their leadership in strategic planning, business planning and corporate performance measurement and reporting. The position is responsible for developing performance measurement and reporting processes, systems and capacity building as well as organizational strategy in collaboration with subject matter experts.

Key duties and responsibilities

- Support the implementation of the City's corporate strategic plan with emphasis on successful integration of the business planning and multi-year budget processes.
- Be a resource for service areas in the areas of strategic planning, business planning, performance measurement, reporting/storytelling and data analysis.
- Work with others throughout the corporation to:

- align efforts to the achievement of community, corporate plans and performance targets
- create meaningful performance indicators and targets that support corporate performance
- monitor, track and analyze corporate performance using meaningful and timely quantitative and qualitative data
- champion and communicate corporate and council strategic plans to employees and the public
- Support the development and implementation of corporate performance measurement frameworks, policies, processes, reports, presentations, and dashboards to enable successful organizational performance measurement.
- Work with IT to set up data collection, storage and reporting tools/applications.
- Develop partnerships with other organizations to facilitate data sharing, analytics and reporting.
- Undertake outcome focused target setting and benchmarking activities to support the development and implementation of corporate initiatives.
- Provide regular corporate performance reports to executive team and Council to support the successful implementation of corporate initiatives and council strategic priorities.
- Support service areas to develop their performance measurement capacity and skills, particularly in the areas of performance planning, monitoring, reporting and improvement.
- Communicate and present performance written, verbal and digital reports to a variety of stakeholders and governance groups e.g., the Strategic Plan progress report.
- Facilitate collaborative problem solving/improvement workshops to achieve corporate strategic objectives.
- Other duties as assigned.

Qualifications and requirements

- Post-secondary education in public administration, public policy, political science, business or a related discipline.
- Considerable experience in strategy, performance measurement and reporting.
- Highly developed critical thinking, research, writing, and analytical skills.
- Well developed skills in data governance including collection and analysis and data visualization.
- Excellent computer skills with proficiencies in MS Office suite (knowledge of Power BI would be an asset).
- Ability to communicate effectively (written, oral and delivering presentations) with a wide range of stakeholders including colleagues, management/leadership team, council, consultants and the general public.
- Excellent interpersonal, relationship building, networking, facilitation and collaboration skills.
- Excellent time management skills with the ability to work independently in order to manage projects.
- An understanding of the legislative process, government decision-making processes.
- Familiarity working within a public sector environment is considered an asset.
- Experience in change management and project management would be an asset.
- Candidates with equivalent combination of education and experience may be considered.

Hours of work

35 hours per week Monday to Friday between the hours of 8:30 am and 4:30 pm.

Pay/Salary

Non Union Grade: 5: \$81,486.60- \$101,858.25

How to apply

Qualified applicants are invited to apply using our **online** application system by **June 13, 2024**. Please note all applicants must complete the online questionnaire specific to this position at the time they submit their resume and cover letter in order to be considered.

Please visit the job posting listed on our City of Guelph [careers page](#) and click on the "Apply for this job" button. Instructions will follow.

The City of Guelph is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive workplace where employees feel welcome, valued and engaged. Our employment policies strictly prohibit all forms of discrimination on any of the grounds in relevant laws. All employment practices are solely based on individual merit, qualifications, and organization's needs at the time. In keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, we are committed to working with and providing reasonable accommodation for qualified individuals in our job application procedures. If you need an accommodation in order to participate in the hiring process, you may contact us to make your needs known in advance.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.