



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, you will produce reports, business plans, and project plans. You will also lead operational and implementation planning to keep community and citizen needs at the forefront. In this role, you will be responsible for delivering and managing a diverse range of high-profile projects that often result in business or service improvements. Primary duties include:

- Lead and manage strategic teams and projects to deliver on new initiatives or accomplish strategic Council objectives and direction.
- Conduct research and business analysis by using qualitative and quantitative methods to: assess service data and delivery, identify gaps and generate process changes, and develop bylaw amendment and policy recommendations for senior City management and council.
- Develop policies, guidelines, and recommendations to improve the efficiency, effectiveness and scope of services.
- Build and maintain relationships, participate in committees, and contribute to community-based initiatives.
- Manage projects including new initiative creation and delivery, often culminating in presentations and reports to senior management and council.

### Qualifications

- A degree in Business, Public Administration, Planning, Political Science, Law or a related field with at least 5 years of related experience in policy and program development, project management, and/or strategic planning.
- An understanding of municipal governance and operational processes with knowledge in a variety of long-range planning activities such as finance, capital asset planning, policy analysis, and business planning.
- Experience with report writing, project management, finance, and presentations to executives will be considered an asset.
- Well-developed research, analytical and problem-solving skills and business and political acumen.
- Strong communication and facilitation skills with the ability to influence others and build consensus.

**Note:** Applicants selected for an interview may be asked to prepare and deliver a presentation.

### Pre-employment Requirements

- Successful applicants must provide proof of qualifications.

Union: CUPE Local 38  
Position Type: 1 Permanent & 2 Temporary (up to 23 months)  
Compensation: Pay Grade 14 \$48.75 - 65.15 per hour  
Hours of work: Standard 35 hour work week  
Audience: Internal/External

Business Unit: Community Strategies  
Location: 800 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: July 2, 2024  
Job ID #: 310023

Apply online at [www.calgary.ca/careers](http://www.calgary.ca/careers)