



DISTRICT OF SAANICH
CORPORATE SERVICES

BUSINESS PLANNING & REPORTING MANAGER **Temporary Full-Time (8 months)**

The annual salary range for this exempt position is \$108,790 - \$127,980 and offers an excellent benefits package

Do you love business strategy, planning and reporting? Have you managed projects and initiatives? Are you highly organized and energetic? This is an amazing opportunity to work with the Director of Corporate Services leading our Corporate Planning and Reporting Section.

Share your talents with us! This role supports strategic and corporate plan development through associated data collection, surveys, engagements and reporting. The manager oversees cyclical and ad-hoc activities, supporting the Corporate Services Management Team (CSMT) with planning, tracking, budgeting and risk analysis. The manager will also lead special projects and initiatives on behalf of Corporate Services, which requires engagement across departments and with stakeholders at all levels of the organization. The incumbent will maintain a high degree of political astuteness and organizational sensitivity and show a commitment to public service.

Requirements include an Undergraduate degree in Business, Political Science, Communications, or other relevant degree and 5-7 years of progressively more complex recent experience including:

- leading the development of, and reporting on, strategic plans;
- preparing well written documents, and reports for executive decision making;
- providing high quality presentation to various audiences;
- working with data analytics and preparing reports and/or dashboards using modern platforms;
- providing change management plans or supports, using project management, and reporting tools as well as MS office suite, teams, and budgeting software/systems.

The complete Job Description and competition information can be found at www.saanich.ca.

The District of Saanich is the largest municipality on Vancouver Island blending rural and urban services and amenities for a diverse population of over 114,000. The District's goals related to community well-being, affordable housing, land use and infrastructure management, organizational excellence, economic diversification, climate action and environmental leadership support its mission of enhancing the quality of life for residents, visitors and future generations.

Please apply by 11:45 p.m. on September 12, by quoting competition 24261 to: Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. We thank all applicants for applying. Only those under consideration will be contacted.

The District of Saanich is recognized as one of BC's Top Employers for 2024. As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences.

If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence accessibilityHR@saanich.ca.