

Cultivate Your Career



STRATEGIC BUSINESS ADVISOR TERM FULL TIME

Organization	City of St. Albert
Website	www.stalbert.ca
Department	Financial & Strategic Services
Compensation	\$81,116 - \$99,835 per annum
Closing Date	December 8, 2024
Competition #	24/209

OPPORTUNITY

As Alberta's 'Botanical Arts City', St. Albert is a community renowned for its botanical arts, its commitment to a green lifestyle and the cultivation of activities that provide for a well-rounded quality of life. Our employees provide over 70,000 residents with high-quality programs and services and are proud to contribute to making St. Albert one of the best places to live in Canada.

The Strategic Services branch of the City's Financial and Strategic Services department is seeking a skilled Strategic Business Advisor for a Term opportunity.

The Strategic Business Advisor plays a key role within the Strategic Framework, leading and supporting several key processes including strategic and business planning, service improvement, performance measurement, reporting, risk management and project and change management. The Advisor supports departments in navigating our integrated business planning system to achieve organizational goals and performance.

As a trusted advisor, this position will provide a significant amount of advice and thus the incumbent requires exceptional communication and facilitation skills, strong interpersonal skills, the ability to build strategic networks across the organization, and implement and lead change initiatives.

Reporting to the Manager, Strategic Services, the Advisor will:

- Apply their knowledge and skills to the design, implementation and support corporate planning and management systems and frameworks.
- Facilitate development of client departments business plans.
- Manage assigned corporate projects and provide advice for the creation of change management plans for strategic and operational initiatives.
- Facilitate process and service improvements.
- Support the development of a risk management program and corporate risk register.
- Foster and maintain strong working relationships across the organization.
- To excel in this role, you must be able to facilitate a variety of stakeholders through strategic thinking that supports and contributes to organizational goals and outcomes.

QUALIFICATIONS

- Post-Secondary Degree in Business Administration, Public Administration or a related field.
- Three years or greater experience in designing and implementing organizational processes such as business planning, performance measurement, service and process improvement, and corporate reporting.
- A relevant post-secondary Diploma and five years relevant experience may be considered as an equivalency.
- Certification related to strategic planning, risk management or project/change management would be considered an asset.
- Experience and skill in facilitation, strategic planning, business planning, performance measurement, enterprise risk management, process design, reporting, research, project and change management, policy development and analytical techniques.
- Strong written and oral communication skills with diversified audiences, with proven results.
- Strategic thinker with proven ability to translate thinking to action and impact.
- Strong critical thinking, consensus-building and influencing skills.
- Ability to build strategic networks and partnerships with internal stakeholders.
- Skill in being self driven, a natural leader who can establish relationships at different levels in the organization, manage diverse needs, competing priorities and adaptability to change.
- Ability to facilitate a variety of stakeholders through strategic thinking that supports and contributes to organizational goals and outcomes.
- Fully conversant in the use of Microsoft Office suite.

TERM

This is a term position to January 30, 2026.

This assignment is covering a leave and is therefore subject to the early return of the incumbent on leave.

COMPENSATION

\$81,116 - \$99,835 per annum. In addition, the City of St. Albert offers a generous and comprehensive benefit package.

HOURS OF WORK

We offer a compressed bi-weekly work schedule of 72 hours, Monday - Friday, 8:00 – 5:00, with a biweekly regular day off (RDO).

FULL-TIME REMOTE WORK

This position is designated for full-time remote work. Candidates must live within Alberta and complete a remote work agreement to meet all policy requirements. Some roles may require that a reasonable commutable distance be maintained if regular, occasional or emergent onsite attendance is required.

CONDITIONS OF EMPLOYMENT

The successful applicant will be required to obtain a satisfactory police information check.

The successful candidate will be required to provide proof of educational and professional credentials.

A valid Class 5 Drivers License and a personal vehicle for work use are required.

APPLICATION PROCESS

If you are interested in this opportunity, please submit a cover letter and resume via our City of St. Albert employment opportunities site www.stalbert.ca/employment

CLOSING DATE

December 8, 2024

We wish to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.