



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.

Reporting to the Leader, Business Excellence, you will drive strategic planning and guide change initiatives for the Occupational Health and Safety (OHS) Business Unit. As a Business Strategist, you will coordinate budget planning, workplans, risk registers, and accountability reporting while preparing submissions for corporate initiatives. You will assess financial and business performance, including continuous improvements to enhance collaboration, customer service, and operational sustainability. Primary duties include:

- Guide the business unit's direction, including strategic plans, workplans, internal recoveries, and initiatives.
- Support report development, strategy updates, mid-cycle adjustments and performance measures.
- Collaborate on OHS budget planning, ensuring alignment with workplan objectives.
- Provide insights on funding reserves and expenditures for the Health Safety Wellness (HSW) reserve fund, ensuring long-term sustainability.
- Facilitate continuous improvement initiatives to enhance operational efficiencies; create templates and reports to track progress.
- Identify and highlight emerging HSW risk trends across business units.
- Contribute to audits, including the HSW Reserve audit, and align with Human Resources to maintain documentation.
- Prepare financial summaries and reports for external auditors.
- Assist in reviewing financial reports, forecasts, accruals, and budget adjustments for capital and operating expenses.
- Research and share insights on OHS performance metrics and workplace trends.
- Conduct strategic planning, benchmarking, and forecasting for workplace safety initiatives.
- Foster engagement and provide guidance to support informed direction.

Qualifications

- A degree in Business Administration, Finance, Public Administration, or a related field and at least 5 years of experience including financial/economic assessment and developing business strategies and budgets.
- Advanced proficiency in Microsoft Office (Word, Excel, PowerPoint, Teams, Power BI) and PeopleSoft is required.
- A master's degree in a related field would be considered an asset.
- A certification such as Project Management Professional (PMP), Six Sigma, Certified Management Consultant (CMC), or Certified Human Resources Professional (CHRP) would be considered an asset.
- Core competencies include financial assessment, critical thinking, project coordination, strategic planning, translating technical information, data interpretation, optimizing processes, and enhancing organizational effectiveness.
- You bring strong communication and interpersonal skills, the ability to provide guidance and foster change, political awareness, and a collaborative approach to working within a team.

Pre-employment Requirements

- Successful applicants must provide proof of qualifications.

Workstyle

- This position may be eligible to work from home for at least part of the time as one of several flexible work options available to City employees. These arrangements depend on the operational requirements of the role, employee suitability, and are subject to change based on operational needs and corporate direction.

Union: CUPE Local 38
Position Type: 2 Temporary (up to 18 months)
Compensation: Pay Grade 11 \$44.76 – 59.84 per hour
Hours of work: Standard 35 hour work week
Audience: Internal/External

Business Unit: Occupational Health & Safety
Location: 201 8 Avenue SE
Days of Work: This position works a 5 day work week with 1 day off in a 3 week cycle.
Apply By: November 14, 2025
Job ID #: 312765

Apply online at www.calgary.ca/careers