

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 part of the Strategic Services team, you will drive strategic planning as well as support partner engagement and program delivery for the Occupational Health and Safety (OHS) Business Unit. As a Business Strategist, you will lead the development of OHS strategies and associated action plans, as well as support the evaluation of OHS program success across the organization. Primary duties include:

- Assist in providing direction of the business unit specific to areas of governance, strategic plans, and action plans.
- Support the leader with the development and execution of OHS initiatives from organizational objectives and create business management tools, as required.
- Support the team in assessing the effectiveness of OHS programs across the organization by way of safety data and employee engagement.
- Support the team in the assessment of business processes as it pertains to OHS adoption and compliance and update strategy frameworks, as appropriate.
- Identify and highlight emerging health, safety, and wellness risk trends across business units.
- Research and share insights on OHS performance metrics and workplace trends.
- Conduct strategic planning, benchmarking, and forecasting for workplace safety initiatives.

Qualifications

- A degree in Business Administration, Public Administration, or a related field and at least 5 years of experience developing and implementing strategic business initiatives (e.g., performance measures, governance frameworks, and training strategies).
- Advanced proficiency in Microsoft Office (Word, Excel, PowerPoint, Teams, Power BI, SharePoint) 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, or Certified Management Consultant (CMC) would be considered an asset.
- Experience with change management and strong knowledge of change management principles (ie. ADKAR) would be considered an asset.
- Experience in program delivery and post-implementation evaluation is an asset.
- Experience with partner engagement, facilitation, and supporting change initiatives.
- Core competencies include critical thinking, project coordination, strategic planning, data interpretation, optimizing processes, and enhancing organizational effectiveness.
- Advanced critical thinking, analysis, political acumen, collaboration, and diplomacy with the ability to support people and processes through change.
- 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.

Position and Pay Information

Business Unit: Occupational Health & Safety

Union: CUPE Local 38

Position Type: 1 Permanent & 1 Temporary (up to 22 months)

Compensation: Pay Grade 11 \$46.21 – 61.78 per hour

Hours of work: Standard 35 hour work week

Days of work: This position works a 5-day work week with one day off in a 3 week cycle

Location: 201 8 Avenue SE

Audience: Internal/External

Apply By: May 6, 2026

Job ID: 314261

Apply online at www.calgary.ca/careers