



**INTRODUCTORY COMMENTS**

This classification stream should be used for positions whose work incorporates systems thinking as a significant element of the work and focuses on one or more of the following disciplines as its core focus: corporate strategic planning, business planning, business integration, performance measurement, policy development, change management, translating business financial requirements to written form (i.e. business case development); risk management/quality assurance as it relates to the strategic planning framework.

The classification level within this stream depends significantly on the ongoing breadth and complexity of work assignments and level of stakeholders the position interacts with on an ongoing basis. A consistent element at all levels is the expectation that deliverables align with council established City vision and strategic direction to guide the business of the corporation in a strategic manner.

- Develop, implement and support integrated corporate wide planning, policy and performance processes
- Lead, implement and manage corporate strategy development as agents of corporate leadership
- Work collaboratively with departments as agents of corporate leadership
- Facilitate corporate strategy and business plan development
- Develop guidelines and educational tools for corporate strategy
- Facilitate the development of strategic management (risk management, performance management, business planning)
- Identify, implement and monitor business process improvements.

**DEFINITION**

Positions at the SPA IV level lead large scale integrated corporate projects and develop policy for city wide initiatives and programs. Work meets broad objectives and impacts financial and operational effectiveness of the organization. Work is advanced and highly specialized, problem resolution requires independent judgment to develop and interpret the impact of corporate policies. Positions are expected to supervise or lead teams of staff and function as a corporate technical expert when leading studies related to development of city programs, city policy and city strategies. Positions at this level formulate best practices in the absence of formal guidelines or precedents. Work is focused on achieving strategic priorities of the organization with broader application than within a branch or department.

Work at this level typically requires significant consultation with external private and government organizations, other municipalities, provincial and federal representatives to lobby for and on behalf of the City's interests.

Positions are expected to exercise direct supervision or lead project teams of professional analysts, senior technicians and other project staff. Some positions will work in highly specialized and complex areas, coordinating and reviewing work of employees who are not under their direct supervision.

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Salary Plan	<b>21M</b>	<b>21A</b>	<b>21B</b>	<b>21C</b>
Job Code	2284		2285	
Grade	056		64	

Originated: May 2025  
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This level differs from the Strategic Planning Analyst III based on the position having significant corporate wide focus and recognition of the position’s subject matter expertise to accomplish city wide integrated corporate goals. Positions at this classification have significant oversight and involvement on corporate initiatives, with authority to independently lead projects. The position will be expected to function and make recommendations in the absence of formal guidelines or precedents.

**TYPICAL DUTIES**

Lead, supervise, train and direct the work of professional staff who report to the position.

Lead project teams of multidisciplinary professionals from different business lines to achieve corporate business objectives.

Lead the development of integrated corporate processes, programs and complex activities across a spectrum of policy, planning and business functions such as: business planning, performance measurement and outcomes, strategic plan development, budget analysis and project management.

Develops, coordinates, manages, leads and implements corporate policy initiatives and complex multi-partner projects.

Oversees complex multi-disciplinary corporate projects following formal project management policies, procedures and best practices.

Collaborates with senior leadership to develop business priorities, strategic capital and operational plans, business cases and program evaluations to support funding requests submitted to council through defined corporate processes.

Utilizing sophisticated performance measurement tools, leading practices and processes, provide expertise in the development of corporate business plans and strategies, ensuring they meet corporate and council requirements.

Develop and maintain relationships with external partners to coordinate and deliver position accountabilities. Provides expert advice in field and guidance to internal and external senior leaders as it relates to strategic planning and associated elements.

Lead staff and teams using defined corporate project management protocols and templates; review and analyze projects, plans and policies in relation to scope of work and develops and approves project documentation required. This should include presentations, facilitations and information sessions to support the development and learning of new tools.

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Perform other related work, including research (involving the interpretation of qualitative and quantitative data and information); development of project charters, terms of reference, and business cases; manage contracts and project resources with assigned deliverables.

Lead, support and guide the development of tools, methodologies and approaches to measure and evaluate a variety of elements related to partnerships and organizational development and change management.

**KNOWLEDGE, ABILITIES AND SKILLS**

Experience with employee supervision including management and leadership skills.

Extensive knowledge of strategic management and business planning principles, systems thinking, policy development, benchmarking and performance measures, outcomes, and risk management related to the City's business strategies and goals.

Extensive knowledge and experience in strategic and operational business planning including the annual business planning cycle and processes.

Extensive knowledge of the development and management of performance measurement strategies, operational analyses, process development and evaluation methodologies.

Advanced knowledge of project and research methodology, design, modeling, analysis, implementation, data collection, and presentation of results and recommendations.

Significant knowledge of corporate priorities, strategies and initiatives, and associated timelines associated with the corporate reporting processes and protocols.

Experience in an inter-governmental environment; working with government officials and stakeholders.

Experience analyzing, compiling and making recommendations regarding legislative, regulatory and strategic issues.

Experience and skill in the use of analytics, and data intelligence to support decision making processes.

Significant ability to understand and execute verbal and written instructions of an advanced technical nature and ability to express complex ideas and concepts effectively and persuasively, verbally and in written format.

Significant skill and expertise leading integrated teams of various levels and disciplines, by demonstrating change leadership skills sets. Demonstrated results in building and working with interdisciplinary teams and collaborative business strategy development.

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Significant skills and ability in project and process management including the ability to effectively gather, synthesize, and analyze data. Ability and skill in project initiating, planning, monitoring and management skills with a focus on process design and transition management.

Experience working with councils, boards, business stakeholders, and community associations (or similar).

Ability to establish and maintain effective relationships as necessitated by work assignments.

Strong interpersonal skills and expertise to consult with and lead/facilitate meetings of diverse client groups, including senior managers and above.

**TRAINING AND EXPERIENCE REQUIREMENTS**

**Job Level**

A university degree in business administration, public administration, political science, or a discipline as required by area of specialization. (A graduate level degree in one of these disciplines is preferred).

A minimum of nine (9) years of progressively responsible experience including leadership and project management experience. Experience working within a public sector environment would be an asset. Positions with supervisory responsibilities must have four (4) years progressively responsible supervisory experience.

Professional or technical designations such as PMP or CPA or similar would be considered an asset.

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