

EDMONTON

Strategic Coordinator Job Number: 17663

Consider the Strategic Coordinator position as a career growth opportunity. In this challenging role you will be responsible for ensuring specific strategic activities of the branch are successfully coordinated like strategy development, budget and business planning, issues management, new and ongoing programs and projects. You will engage in varying and complex assignments with political, legal, corporate, community, social, and administrative sensitivities. You will lead projects in terms of identifying issues, planning, implementing and evaluating expected outcomes and interact with all levels of the Corporation and/or external stakeholders.

Reporting to the Branch Manager of Community Standards, responsibilities include:

- Branch business planning, annual and long range budget forecasts, performance measurement, analysis, and progress reporting
- Provide leadership, coordination and communication of yearly business plans, budget documents, briefings, presentations, strategic updates
- Provide research, analyses and recommendations on matters primarily at the Branch level and possibly the Corporate level
- Prepare and review reports and presentations for the Branch Manager for Council /Committee/ CLT to ensure correctness and completeness of content
- Support Branch organizational changes relating to the department's operations and the department's relationship with the corporation
- Provide information, expertise and recommendations on behalf of the Branch Manager in support of corporate operations
- Develop, implement and manage internal Branch communications strategies and initiatives to ensure effective communications with team members
- Work collaboratively across organizational lines, throughout the community, in municipal and industry partnerships and with other orders of government

To visualize what it is like to be on our team, visit [The City of Edmonton Talent Hub](#).

Qualifications:

- University degree, in Commerce, Public Administration, Political Science, Communication or related discipline
- A formal professional or technical designation in appropriate area of expertise would be an asset
- Minimum of 5 years, progressively responsible experience in strategic and management roles
- Ability to work effectively with senior management positions in the Branch and City
- Proven ability to learn and adapt quickly, in diverse areas such as political analysis, human resources, customer service, communications and project management
- Ability to effectively transfer ideas, concepts and information into effective and efficient strategies
- Proven knowledge and experience in business strategic planning approaches and implementation
- Advanced communication skills and excellent presentation skills
- Future focused and proactive approach to work (systematic thinking)
- Ability to develop, implement and evaluate innovative plans
- Ability to influence key decision makers and can develop and maintain business relationship with diverse stakeholders
- Demonstrate a high degree of professionalism, initiative, and ability to work independently
- Advanced computer skills, including Microsoft Office (Word, Excel, PowerPoint, Access, Google)
- A Valid Alberta Class 5 Motor Vehicle Operator's License (or operators licensing equivalent recognized by the Operator Licensing and Vehicle Control Regulation, Alta. Reg. 320/2002) and be eligible to hold a City Driving Permit
- Applicants will be required to arrange their own transportation and where appropriate will be reimbursed in accordance with City of Edmonton policy
- The successful candidate will be required to obtain a satisfactory Edmonton Police Service Police Information Check Certificate from the Police Information Check Section located at #108, 14315 118 Avenue. This can usually be obtained with only a single visit to the Police Information Check Section

Hours of Work: 36.9 hours per week, Monday - Friday. Hours of work may be subject to the terms and conditions of a variable hours of work program

Salary Range: 91M, Salary Grade: PT2; \$67,584 – \$96,527 (Annually)

General:

- Applicants may be tested.
- The City of Edmonton thanks applicants for their interest in this opportunity. Candidates considered for the position will be contacted
- We are an equal opportunity employer. We welcome diversity and encourage applications from all qualified individuals

The Province of Alberta is a party to the federal Agreement on Internal Trade, the Trade, Investment and Labour Mobility Agreement with British Columbia, and the New West Partnership Trade Agreement with British Columbia and Saskatchewan. All of these agreements promote labour mobility between the provinces. Applicants may obtain information regarding recognition of extra provincial credentials at www.newwestpartnershiptrade.ca/

Recruitment Consultant: IA/AL

Classification Title: Administrative Officers

Posting Date: Apr 10, 2014

Closing Date - 11:00 p.m. MST on: Apr 24, 2014

Number of Openings (up to): 1 - Permanent Full-time

Union : Management

Department: Community Standards (Community Services)

Work Location(s): CN Tower, 11th Floor, 10004 - 104 Ave , Edmonton T5J 0K1



Want to apply? Need more details? Visit www.edmonton.ca/careers

Use our easy online system to complete all application requirements immediately and efficiently.

Applicants applying by fax (780)496-8063 or by mail/drop-off at the Employment Centre, Main Floor, City Hall, #1 Sir Winston Churchill Square, Edmonton, AB T5J 2R7, will be forwarded necessary application documents.