

JOB DETAILS

Job Title Planning Advisor

Job ID: Band318

Classification: Group C

Classification Date:

Branch: Corporate Planning and Performance Insights

Unit: CRP-Corp Plan & Perf Insights

Reports To: Assistant Director, Corporate Planning

Security Screening Yes

Union Excluded: Excluded

BRANCH DESCRIPTION

The Planning and Performance Insights branch provides a wide range of services to the corporation. The team is responsible for designing, implementing and leading planning processes to ensure that organization outcomes are realized. The team helps develop and maintain our strategic and divisional plans and coordinates their actions and goals into individual performance plans. The team helps management develop communication plans for strategic and divisional plans to the organization and stakeholders. The team assists business owners in development of business cases and facilitates their prioritization and helps the business owner report on their achievement. The team prepares a variety of dashboards, reports and scorecards for both management and the corporate board, such as budget reporting. The team advises and facilitates insights as to the dashboards, reports and scorecards meaning. The team provides support in execution of the strategic and divisional plans by providing purchasing and procurement advice and services.

JOB SUMMARY

To support the achievement of the strategic vision for corporate planning and performance management within the corporation, and implement measurements and reporting mechanisms that demonstrate the corporation's achievement of its mandate and to ensure reliable program accountability.

JOB RESPONSIBILITIES

- Develops a comprehensive business planning program to identify strategic priorities and translate those priorities into critical projects and initiatives that move the corporation forward in achieving its strategic plans.
- Advises executive and management on issues, trends and best practices in corporate planning and performance management.
- Guides the development and maintenance of an integrated business planning culture considering the risk elements and business impacts associated with options and solutions.
- Provides assistance and consultation to executive, management and staff in planning and performance management activities.
- Assists the preparation of the corporation's strategic plans, performance measures, annual business plans, quarterly reports, and annual reports to plan boards.
- Provides deliverables, including data analysis, in-depth risk assessments, business cases, feasibility studies, cost/benefit analysis, business models, alternative analysis modeling and work planning which will provide insight to corporate decisions and enable the identification of individual contributions toward corporate goals.
- Ensures effective communications and develops content for a wide range of documents and reports for presentation to executive and other key stakeholders.
- Leads cross functional teams to review complex processes and identifies and implements process improvement opportunities.
- Influences corporate budget setting and utilization on initiatives that achieve strategic priorities, including enterprise resourcing and staffing decisions, through the business planning program and business case development.
- Undertakes or oversees a variety of corporate initiatives relating to planning and performance management.

EDUCATION

Degree/Diploma Obtained

Program of Study

- Degree in related discipline such as Bachelor of Commerce or equivalent.

EXPERIENCE

Years of Experience

Type of Experience

- Minimum 5 years of experience in corporate planning and performance measurement, preferably within the public sector.

- Experience developing business cases, cost benefit analysis and financial modelling to enable structured decision making.
- Experience effectively leading and influencing a performance management culture
- Experience communicating across all levels of an organization.
- Experience with Microsoft Office Suite.

KNOWLEDGE, SKILLS & ABILITIES

- Strong analytical skills and proven ability to help people understand complex data. Extensive experience highlighting significant trends and patterns in performance metrics;
 - Ability to apply effective judgment and excellent organizational skills in managing multiple priorities in a constantly changing environment;
 - Forward thinking, problem identification and problem solving abilities, including strong financial analysis abilities; ability to apply sound judgment in relation to corporate, branch and team goals and objectives; ability to develop complex computerized spreadsheets for analysis and reporting;
 - Demonstrate a client-service approach with all internal and external clients;
 - Planning and organizational ability; must be able to plan work and resources for multiple operational and other projects with tight, often conflicting time-frames and to adjust to quickly changing priorities.
 - Demonstrated leadership skills with an ability to motivate and influence others and work in a changing environment.
- A strong communicator, negotiator and facilitator, you build relationships with internal stakeholders to enable highly integrated planning across divisions.

CORE COMPETENCIES

Enabling & Inspiring L3 - Leading Others

Motivating, supporting and enabling others to succeed.

- Gives responsibility to staff based on their competence and capability.
- Creates an environment where others strive for improved performance and productivity.
- Demonstrates respect and effective collaboration as a model for the organization.
- Cultivates an environment of enthusiasm and optimism within the team and across the organization.
- Integrates the contributions of others into organizational initiatives.

Leadership Courage L3 - Leading Others

Saying and doing the right thing despite potential risk.

- Acts with the courage of his/her convictions without guarantee of success or reward.
- Recognizes competing viewpoints/interests and seeks common understanding and/or solutions.
- Reassesses position in the face of justified resistance.

Insight & Impact L3 - Leading Others

Understanding self and others in order to be a positive influence as a leader.

- Considers competing interests to address key concerns and to achieve desirable outcomes.
- Demonstrates self-assurance/confidence in own core beliefs and values while maintaining connection with others.
- Manages one's emotions sufficiently to allow for, and invite, different perspectives and opinions

Navigating Change L3

Supporting self and others through change and transition and enabling successful transformation in work products and processes.

- Creates a culture that encourages change, innovation and improvement.
- Applies change management models, principles and practices.
- Translates change strategies into specific direction and focus.
- Adapts existing goals, plans and processes, or develops new ones to respond effectively to the change.
- Removes barriers to change.

Embracing Learning L3

Contributing to a learning culture by developing self and supporting others to acquire skills and improve performance.

- Ensures that developmental opportunities and resources are available to employees.
- Ensures adequate time is made available for staff development.
- Effectively utilizes the strengths and talents of others to achieve business results.
- Undertakes development opportunities to meet future organizational needs.
- Role models continuous learning.
- Identifies high potential individuals and provides them with targeted opportunities for growth.

Accountability L3

Holding self and others accountable to deliver on commitments and to achieve desired results.

- Establishes standards and measures to achieve desired results.
 - Allocates resources and assigns responsibilities to achieve organizational objectives.
 - Supports others in driving behavioural and performance expectations.
 - Entrusts others with responsibility for achieving results.
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Inspiring Trust L3

Inspiring confidence by demonstrating integrity and building credibility.

- Brokers healthy relationships across the organization to further the achievement of business goals.
- Promotes dialogue and shared understanding on business issues.
- Communicates complex issues clearly and credibly with varied audiences.
- Confidently and effectively expresses contrary opinions and own perspectives.
- Accepts alternate perspectives in support of business interests.
- Models trust in others to do their jobs.