

JOB DESCRIPTION

JOB DETAILS

Job Title: Assistant Director, Corporate Planning

Job ID: Band412

Classification: Band 4

Classification Date:
(MM/DD/YYYY)

Branch: Planning and Performance Insights

Unit: CRP-Planning and Performance Insights

Reports to: Director, Corporate Planning and Performance
Insights

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

Reporting to the Director, Corporate Planning and Performance Insights, you support the organization-wide planning processes, so that our organization strategy, annual operational plans, goals and budgets and individual performance plans all align. The Assistant Director also coordinates and supports business owners in the development of business cases to achieve strategic and operational goals. The role will develop reports on progress and performance against strategic and annual operational goals and coordinates insights into the metrics of performance, such as budget and other key indicators.

You prove to be successful in this position by effectively managing the planning, budgeting, and financial reporting calendars and end-to-end processes. A strong communicator and facilitator, you build relationships with internal stakeholders to enable highly integrated planning across divisions. You will need excellent interpersonal and analytical skills and you must be comfortable influencing decisions that ensure corporate success but could have an impact on divisional staffing and/or other resources.

JOB RESPONSIBILITIES

- Guides business planning across the Corporation.
- Guides the development and maintenance of a broad enterprise thinking business-planning culture considering the interrelationships, dependencies and collaborative relationships of key strategic and operational planning activities.
- Provides planning tools and processes which will provide opportunities to engage and educate staff and enable the identification of individual contributions toward Corporation goals and objectives.
- Plans, develops and coordinates budgetary functions to ensure achievement of outcomes defined in corporate strategy and business plans in accordance with Corporation legislation, policies, and standards.
- Develops and implements budgetary control systems, policies and procedures for the Corporation.
- Plans and coordinates the preparation of business plans and annual budget plans and short-term financial forecasts based on input from a variety of sources for management approval.
- Monitors, analyses and reports on program and operational business plans and budgets, including spending recommendations for funding allocations.
- Prepares analyses of the organization's strategic, operational, and financial performance and develops options and prepares reports and recommendations

for management.

- Monitors monthly and quarterly projections, budget allocations and the control of expenditures throughout the year.
- Coordinates development of business cases that generate cost savings or service enhancements with the business owners, the enterprise architect and portfolio management.
- Coordinates reports on our progress against our strategic plan and annual business plans and business cases. Collaborate with relevant leads and provide reports and insights as to the status of achieving strategic, divisional and business case goals and outcomes.
- Manage organization-level performance management processes including gaining agreement on budgets, targets and milestones in line with the organization's plan. Ensure reporting is at the right level to provide effective performance management of the organization. Manage the quarterly reporting and forecasting process and facilitate performance accountability of management. Work with the business owners, executive and Director Business services to facilitate insights as to metrics meaning and how they may affect business decisions.
- Lead development and reporting of the Annual Report content and other accountability documents that report on business outcomes for the year.
- Calculates the appropriate service delivery charges for each of the pension boards, including service based budgets, for the approval of management and the pension boards.
- Manages the preparation of the Corporation's audited financial statements.
- Responsible for the accounting administration of the Corporate Accounting System; ensuring the integrity of the Corporation's Chart of Accounts. This includes ensuring data in the Corporate Accounting System is timely and accurate, setting financial accounting practices across the Corporation for the treatment of expenses, developing accounting policy and procedures, and providing instructions and training to financial staff within the Corporation to ensure complete and accurate financial reporting.
- Responsible for the accounting systems needs and suggests necessary modifications. The position reviews and recommends enhancements, and approves accounting procedures and set-up. The position is responsible for the ongoing collection, treatment and use of data from the Corporate Accounting System
- Leads and develops important team of staff

KEY RELATIONSHIPS

- Directors and Assistant Directors in business areas
- Executive
- External auditors
- Financial Institutions

EDUCATION

Degree/Diploma Obtained	Program of Study
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Professional accounting designation combined with 3-5 years' of progressive management experience in a senior planning or budgeting or financial management capacity.

EXPERIENCE

Years of Experience	Type of Experience
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- Progressively responsible experience in planning, budget development and financial analysis
- Experience working with a wide network of stakeholders
- Experience in leading and influence a performance management culture
- Experience leading staff and able to develop and motivate staff

KNOWLEDGE, SKILLS & ABILITIES

- Strong analytic skills and proven ability to help people understand complex data. Extensive experience highlighting significant trends and patterns in performance metrics;
- Strong communicator with excellent, proven interpersonal, presentation and writing skills.
- Demonstrated leadership skills with an ability to motivate and influence others and work in a changing environment.
- A track record for developing creative and strategically sound solutions and demonstrating excellent judgment.
- Proven ability and skill in managing operations including staff and budgets.
- Strong sense of client service and team player who can foster teamwork and consensus with all levels of the organization.

- Excellent financial and general analytical abilities.
- Able to apply effective judgment and excellent organizational skills in managing multiple priorities in a constantly changing environment.
- Excellent oral and written communication skills required.
- A strong communicator and facilitator, you build relationships with internal stakeholders to enable highly integrated planning across divisions.
- Comprehensive knowledge of generally accepted accounting principles, budget development, and monitoring practices.

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 L4

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

- Establishes and continues to reinforce a corporate strategy regarding employee development.
- Identifies knowledge and skill gaps to meet corporate strategy.
- Ensures development of high potential talent across the corporation.
- Actively works on continuous self-improvement.
- Self-evaluates to improve self-awareness.

Client Orientation L3

Making it easy for our external and internal clients - seeing things through their eyes.

- Balances client needs with business realities.
- Represents client needs to more senior management.
- Provides advice on complex problems and initiatives.

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.

Inspiring Trust L4

Inspiring confidence by demonstrating integrity and building credibility.

- Builds an environment that encourages open and honest dialogue.
 - Demonstrates visibility and accessibility to staff throughout the organization.
 - Conveys difficult messages openly and honestly.
 - Inspires trust and confidence in the organization among key stakeholders and the public in general.
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Decision Making L3

Enabling progress by resolving issues and supporting others in taking calculated risks and making decisions.

- Guides responsible risk taking as part of the decision making process.
 - Makes complex operational decisions based on best available information.
 - Balances competing priorities in reaching decisions.
 - Factors key stakeholder perspectives in making decisions.
 - Overcomes obstacles to reach timely decisions.
 - Ensures decisions are consistently applied across the organization.
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Organizational Focus L3

Aligning work priorities, processes and practices to achieve the strategic direction.

- Demonstrates an understanding of interdependencies across the organization (i.e. systems thinking).
- Responds to emerging trends with initiatives that are aligned with the organization's strategy.
- Translates strategic goals into specific operational initiatives.
- Ensures work unit objectives are aligned with the strategic goals.
- Balances short term needs of the organization and its people with the achievement of longer-term goals and strategies.
- Applies understanding of organizational context in dealing with complex issues.
- Aligns business operations across the organization.