

Cultivate Your Career



STRATEGIC BUSINESS ADVISOR

PERMANENT FULL TIME

Organization	City of St. Albert
Website	www.stalbert.ca
Department	Financial and Strategic Services
Location	5 St. Anne Street, St. Albert
Compensation	\$79,053 - 97,296 per annum
Closing Date	November 16, 2023
Competition #	23/207

OPPORTUNITY

We are seeking to hire a Strategic Business Advisor to work in the Strategic Services Branch of our Financial and Strategic Services Department.

The Strategic Business Advisor plays a key role within the Strategic Framework, leading and supporting several key processes including strategic and business planning, service improvement, performance measurement, reporting and risk management. The Advisor supports departments in navigating our integrated business planning system to achieve organizational goals and performance.

As a trusted advisor, this position will provide a significant amount of advice and thus the incumbent requires exceptional communication and facilitation skills, strong interpersonal skills, the ability to build strategic networks across the organization, and implement and lead change initiatives.

Reporting to the Manager, Strategic Services, the Advisor will:

- Apply their knowledge and skills to the design, implementation and support of corporate planning and management systems and frameworks.
- Facilitate development of client departments business plans.
- Facilitate process and service improvements and provide advice for the creation of change management plans for departments and corporate initiatives.
- Support the development of a risk management program and corporate risk register.
- Foster and maintain strong working relationships across the organization.
- To excel in this role, you must be able to facilitate a variety of stakeholders through strategic thinking that supports and contributes to organizational goals and outcomes. The individual we seek is a natural leader who can manage diverse needs, competing priorities and is adaptable to change.

QUALIFICATIONS

- An undergraduate degree in Business Administration, Public Administration or a related field combined with a minimum of three years of experience in designing and implementing organizational processes such as business planning, performance measurement, service and process improvement, and corporate reporting.
- Equivalencies of a relevant Diploma and a minimum of five years of experience will be considered.
- Certification related to strategic planning, risk management or change management would be considered an asset.

- Experience and skill in, facilitation, strategic planning, business planning, performance measurement, enterprise risk management, process design, reporting, research, change management, policy development and analytical techniques.
- Strong written and oral communication skills with diversified audiences, with proven results.
- Strategic thinker with proven ability to translate thinking to action and impact.
- Strong critical thinking, consensus-building and influencing skills.
- Ability to build strategic networks and partnerships with internal stakeholders.
- Fully conversant in the use of Microsoft Office suite.

HOURS OF WORK

We offer a compressed work schedule of 72 hours bi-weekly, Monday - Friday, 8:00 – 5:00, with a biweekly regular day off (RDO).

REMOTE WORK

This position is designated for full-time remote work. Candidates must live within the geographic borders of Alberta.

COMPENSATION

\$79,053 - \$97,296 per annum. In addition, the City of St. Albert offers a generous and comprehensive benefit package.

The successful applicant will be required to obtain a satisfactory police information check.

Qualified applicants are invited to submit their cover letter and resume via the City of St. Albert employment website www.stalbert.ca/employment

CLOSING DATE

November 16, 2023

We wish to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.