



Making a difference...together

Leadership Opportunity

Manager, Strategic Planning

Planning & Protective Services – Regional and Strategic Planning

Competition	19/216
Status	Exempt Management
Salary Range	\$104,380 - \$122,800 annually (2018 rates)
Review of applications begins	4:00pm on November 18, 2019, but the position will remain open until filled.

Make a difference and become a part of the Capital Regional District's vibrant future! Located in one of the world's premier places to live, work and visit, the Capital Regional District (CRD) strives to create liveable, vibrant communities, practice exemplary environmental stewardship and build a prosperous and sustainable economy. We are an outcome driven, high performance organization respected for its commitment to the citizens we service and the services we provide.

Position Purpose

Reporting to the Senior Manager Regional and Strategic Planning, this experienced professional effectively supports the CRD's planning initiatives through the provision of community and corporate planning and project management services, stakeholder relations, consultation and issues management.

Key Accountabilities / Position Outcomes

- Develops, coordinates and implements strategic and corporate plans and processes.
- Leads development and implementation of corporate key performance indicators.
- Provides verbal and written advice and guidance on planning issues, implementation initiatives and progress indicators to senior management and Board Committees and Commissions.
- Develops, supports and implements corporate and legislated policies, procedures and practices.
- Project manages initiatives (includes preparing terms of reference, requests for proposals, funding applications, oversight of consultant/contractor work, ensuring contract requirements are adhered to, providing work direction as needed and providing performance feedback regarding deliverables).
- Trains organizational staff in use of strategic, corporate and service planning material.
- Researches best practices and current practices and provides recommendations.
- Coordinates corporate and external outreach activities as may be required.
- Attends meetings and provides professional, technical and administrative information and advice on matters relating to planning.
- Fosters relationships and liaises/engages with internal and external stakeholders.
- Develops planning processes and materials, including document content, key messages, speeches, talking points, briefing materials, presentations and other communications products.
- Collects and analyses data and performance indicators and recommends and influences adjustments where necessary.
- Serves as a point of contact and acts as a spokesperson for planning enquires.
- Monitors implementation of plans, policies and procedures.
- Supervises and directs divisional staff and/or fills in for Senior Manager in Senior Manager's absence.
- Maintains Employer confidentiality.
- Performs other related duties as required.

Qualifications

Degree in planning, public administration, business administration or related, and minimum of 8 years' experience at a professional level in government, including some experience at a management level or an equivalent combination of education and experience. Must possess a valid BC Driver's License.

Role-specific Knowledge, Skills & Abilities

- Demonstrated experience in strategic/business planning.
- Significant experience in collaborative team building particularly in cross jurisdictional settings.
- Experience and proficiency in developing and maintaining mutually satisfactory internal and external relationships.
- Strong verbal communication skills, including public speaking, presentation and training skills.
- Excellent written communication skills.
- Strong visual communication/design skills.
- Ability to analyze and synthesize diverse and complex information and data and convey in easy-to-understand non-technical language, charts, tables and conceptual diagrams to support prioritization discussions and decision-making.
- Ability to quickly write concise and well-written reports, plans and policy consistent with corporate formats.
- Knowledge of provincial regulations, guidelines and trends relating to planning and regional district service delivery.
- Ability to design, implement, facilitate and document consultation processes including surveys, meetings and workshops.
- Demonstrated partnering skills, including positively, proactively and effectively collaborating with elected officials, the public, staff, user groups and other stakeholders.
- Thorough knowledge of administrative, financial and budgetary processes.
- Ability to prepare strategic and operational work plans, budgets and revenue forecasts.
- Ability to understand political issues and handle sensitive and confidential situations involving the exercise of tact, discretion, and judgement.
- Strong critical thinking skills.
- Excellent organizational skills. Attention to detail. Ability to juggle multiple tasks and priorities.
- Excellent contract management skills. Ability to hire, administer, monitor and address the operations and performance of contractors and consultants.
- Excellent project management skills. Ability to plan, organize and deliver multiple projects and assignments simultaneously and ensure successful implementation (on time and on budget).
- Ability to design, monitor and report on performance indicators.
- Proficiency and experience with the Microsoft Office suite of programs and SharePoint.
- Ability to hire, provide direction to and supervise staff.

Applications

To apply for this exciting opportunity, please submit your resume and covering letter online at www.crd.bc.ca under "Careers".

The CRD wishes to thank you for your interest and advises that only those candidates under active consideration will be contacted.



Appendix – Leadership Profile

CRD Leaders are champions for creating an accountable, high performance, service oriented organization that makes a difference in our community. They pay attention to shifts and trends in an ever-changing and complex environment and think strategically to serve residents, businesses and local governments today while developing a sustainable organization for the future.

Leadership Summary

Leaders at this level are generally recognized as specialists in their field who integrate their depth and breadth of experience in their own discipline with knowledge of business priorities and functions to address complex problems and non-standard situations as a key contributor in an intricate and critical environment. They anticipate client needs, identify solutions, and interpret internal/external business issues, recommending best practice in their own discipline. They explain difficult concepts and persuade others to adopt a point of view. These leaders may lead teams or projects, forecasting and planning resources to meet objectives and managing costs for specific projects.

CRD Leadership Competencies:

While CRD Leaders are accountable to all Leadership Competencies, the following have particular relevance to this position:

Thinks Strategically

Thinks strategically when analyzing issues, making decisions and prioritizing actions, including:

- Takes an organizational perspective
- Ensures client and stakeholder interests are considered
- Aligns decisions and actions with the CRD strategic plan
- Assesses social, economic and environmental trends for opportunities and challenges

Sees the Big Picture

Understands and helps others see the complexity of the CRD environment, including:

- Identifies connections, relationships and possibilities between and within different parts of the CRD
- Considers the impact of actions on other areas and/or the whole organization
- Helps others to connect current actions with the vision and strategic goals of the CRD
- Reviews and adapts plans to take advantage of emerging opportunities and to address changes in other areas.

Understands the Politics

Uses an understanding of the complexity and nuances of own political arena (internal and external) to gain stakeholder support, including:

- Communicates relevant and timely information and alternatives to help stakeholders make decisions
- Anticipates barriers and motivators for stakeholder support
- Balances the nature of communication between informing and influencing
- Uses an understanding of timing to take the right action at the right moment to gain stakeholder support

***note: internal stakeholders can include decision makers, those who allocate resources and/or superiors*

Builds Partnerships

Pulls people together to accomplish goals that could not be reached individually, including:

- Uses formal and informal networks to identify opportunities for collaboration
- Invites participation from diverse groups with common interests
- Balances consensus building skills with negotiation and influencing skills to achieve outcomes
- Empowers team members to take joint ownership of outcomes

Models Integrity

Inspires trust by maintaining high personal standards that align with the values and philosophy of the CRD, including:

- Follows through on commitments and communicates progress
- Invites input and displays a genuine interest in the ideas and concerns of others
- Cultivates an open, respectful and transparent work environment
- Demonstrates humility by admitting errors and learning from mistakes

Focuses on Service

Maintains a focus on service (internal and external) including:

- Solicits information and feedback from clients and uses it to continually improve service
- Ensures decisions and changes align with our core business and serve the client
- Models a personal commitment to making a difference for clients
- Empowers employees to be accountable by removing barriers to service
- Recognizes and rewards employees for finding ways to improve service