

Located in Yellowknife, the Strategic Planning and Corporate Reporting Analyst (Analyst) reports to the President and CEO, and provides analysis and advice on strategic decisions and technical expertise in the strategic planning process. To perform this role effectively, the Analyst is required to network with WSCC employees, managers, senior managers and stakeholders with an in-depth understanding of the WSCC's goals, objectives and environment. The WSCC operates within a five-year strategic plan.

The Analyst is the facilitator for corporate reporting documents and external stakeholder surveys; the analysis of these reports is a crucial input for Senior Management Team and Governance Council for decision-making and strategic direction. The incumbent compiles corporate publications including Quarterly Updates, annual Corporate Plans and the Annual Report and is responsible to ensure key messages of the WSCC are consistent with the priorities and objectives set by the Governance Council.

RESPONSIBILITIES

1. Provides analysis and advice to the WSCC's Senior Management Team and Governance Council on strategic decisions and technical advice on the strategic and corporate planning process.

- Provides advice by analyzing and disseminating data from corporate reports (Quarterly Management Reports, Key Performance Indicator (KPI) Reports and other management reports) and external client surveys and gives recommendations for decision-making and strategic direction to the Senior Management Team and Governance Council.
- Provides advice for the development of KPI's and maintains the performance measurement system to support the WSCC's Vision, Mission, Values and strategic priorities.
- Prepares reports for the Governance Council and President to communicate the WSCC's strategic direction and resulting performance to internal and external stakeholders, including KPI updates and measurements against targets.
- Collects, analyzes and provides data that is relevant and necessary strategic decisions; manages the strategic planning process in conjunction with an external facilitator; coordinates meetings necessary to facilitate the process.
- Liaises with the Data Analysts to measure success of the strategic plan.

2. Facilitates the strategic and corporate planning process, liaising with senior staff to develop objectives, actions, and initiatives, as well as producing the written content and key performance indicators pursuant to legislative requirements.

- Develops and coordinates timelines for each stage of planning, liaising with senior management, managers, and project managers as required.
- Works closely with the Senior Financial Planning and Performance Analyst to align annual plans with the budgeting process, ensuring that projected activities are appropriately resourced.
- Provides facilitation support to WSCC units to develop plans, including collaboration between units on cross-divisional priorities.

- Ensures that objectives, actions, and initiatives align with the five-year strategic direction of the organization as well as the Vision, Mission and Values.
- Produces the written content for the Corporate Plan, coordinating with the Communications Unit and Financial Services Division to compile annual corporate plans in accordance with legislative requirements.
- Coordinates the parallel planning process for the WSCC's Internal Strategic Plan, ensuring that internally-focused projects are adequately resourced, planned, and aligned with the Vision, Mission and Values.

3. Undertakes planning and performance measurement through production of annual Corporate Plans, Quarterly Updates, and the Annual Report.

- Facilitates, in conjunction with the Communications unit, the publishing of the Annual Report and the Strategic and Corporate Plan to provide information to stakeholders and to fulfill the WSCC's legal reporting obligations to the Legislative Assemblies of the Northwest Territories and Nunavut.
- Facilitates development of Key Performance Indicators with the Governance Council and Senior Management Team for quarterly and annual monitoring of corporate performance.
- Advises the Senior Management Team, Leadership Team and all staff on corporate performance and strategic progress through the coordination, collection and publishing of Quarterly Updates.
- Produces the written content and Key Performance Indicator results included in the Annual Report, coordinating with the Leadership Team to evaluate corporate performance on objectives, actions, and initiatives identified in the Corporate Plan.
- Collects quarterly qualitative and quantitative updates from Leadership on objectives, actions, and initiatives identified in the corporate plan, validating the information and producing a strategic monitor document for the Governance Council and external stakeholders.
- Collaborates with the Communications Unit and the Financial Services Division to compile and produce the Annual Report in accordance with legislative deadlines.
- Prepares and may present findings and recommendations from planning and reporting sessions to the Senior Management Team, as required.

4. Maintains the WSCC's Service Standards document.

- Undertakes regular review of the WSCC's Service Standards document, collaborating with Leadership to determine appropriate timeframes for all WSCC operations.
- Ensures that adjustments to service standards are undertaken as required, provided appropriate rationale is approved by Senior Management.
- Ensures that externally-published service standards align with the standards maintained internally, and that staff have access to review and understand the document.

5. Responsible for internal communications content that is delivered within an organization specific to Executive Communications.

- Prepare an internal strategic communication plan for the President.

- Manage internal communications output such as letters, emails, memos and internal messages.
- Measure and present results of internal communication efforts; adjust communication plan as needed.
- Refine core messaging to ensure organizational consistency in all aspects of internal communication including development, organizing and education.
- Ensure consistent framing of messages.

WORKING CONDITIONS

Physical Demands

No unusual demands

Environmental Conditions

No unusual conditions

Sensory Demands

No unusual demands

Mental Demands

No unusual demands

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of strategic planning, performance measurement, reporting and accountability theories, practices and resources.
- Knowledge in large-scale and cross-program strategic planning and major policy frameworks within a government, bureaucratic, or political organization.
- Knowledge in social science research design, including qualitative and quantitative analysis and mixed methods approaches.
- Knowledge of administrative procedures including budget management, business planning, and financial reporting.
- Knowledge of multiple computer and web-based programs, including statistical software.
- Analytical, research and interpretation skills to comprehend a wide range of information and to suggest and support the development and implementation of tailored planning and reporting processes.
- Ability to manage information and apply it within the unique socio-political environment of the NWT and in accordance with established protection of privacy policies.
- Written skills for a variety of products including correspondence, briefing material, strategic planning, business planning and evaluation products (both technical and summary).
- Ability to develop and articulate a vision and inspire others.

- Ability to communicate findings effectively in ways that are meaningful to a variety of audiences with varying levels of background, knowledge and education.
- Ability to provide training, mentoring, and support to others in the organization to build professional capacity in the areas of strategic planning and reporting.
- Ability to balance priorities and implement strong planning, organizational, project and change management skills through the use of sound judgment.
- Ability to deal tactfully with all types of people in occasionally stressful situations with a focus on consensus building.
- Ability to use and adapt easily to new programs, processes, and tools related to all aspects of this role
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A Bachelor’s Degree in a related discipline combined with three (3) years of broadly based practical experience in strategic or corporate planning and performance measurement within governmental or non-governmental agencies. Related education includes but is not limited to, political science, public administration, and business administration.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- French required (must identify required level below)
 Level required for this Designated Position is:
 ORAL EXPRESSION AND COMPREHENSION
 Basic (B) Intermediate (I) Advanced (A)
 READING COMPREHENSION:
 Basic (B) Intermediate (I) Advanced (A)
 WRITING SKILLS:
 Basic (B) Intermediate (I) Advanced (A)
- French preferred

Indigenous language: Select language

- Required
- Preferred