



Planning and Priorities Consultant (Permanent Full-Time)

Position Summary

Reporting to the Executive Advisor, Office of the Clerk, this position is responsible for implementing and monitoring strategic and operational actions and facilitating projects and workshops.

The position provides facilitation and project support to all divisions and the leadership team. This role is assigned a portfolio of projects and plays a vital role in guiding stakeholders through the intricacies of project planning, measurement, and ensures successful project completion.

This role is responsible for the development and coordination of testing for emergency and business continuity planning.

Primary Responsibilities

The position works cohesively with others in the team, communicates effectively and positively, fosters collaborative and innovative workspaces, and maintains a friendly and supportive work culture.

- Works as part of a team to facilitate discussions with leaders and colleagues on strategic direction, measures, and progress reporting. Use innovative and engaging methods to gather input to evaluate organizational performance, progress, and report on data.
- Facilitates collaboration for organization-wide, ad hoc project teams to implement the strategic plan, provide progress updates, and resolve issues. This includes problem solving, continuous improvement, and mitigating risks related to project scope, resourcing, roles, responsibilities, and timelines.
- Uses professional writing skills to provide concise project reports.
- Works closely with project leads from across the organization to guide and clarify individual, divisional, and branch responsibilities and ensures a shared vision of success.
- As a project leader this position proactively identifies risks, develops and tests solutions to mitigate risk, and implements timely resolution.
- Builds on organizational assets and values through proactive leadership, critical thinking skills, and excellent oral and written communication skills.
- Enhances organizational communication and morale through stakeholder collaboration, clear process development, and efficient meetings. Supports project sponsors to identify implementation needs, monitoring, and evaluation. Facilitates and coaches project teams to identify change needs and ensure cross-training and critical project management skills.
- Collaborates with the management team and colleagues to develop and coordinate testing for emergency and business continuity plans. Ensures the organization is prepared to respond effectively to unexpected disruptions.



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Job Knowledge

The Position requires theoretical and operational knowledge and experience with strategic planning, project management, evaluation, accountability management, risk assessment, research, and data analysis.

Typically, the knowledge and competencies for this position are acquired through the completion of a bachelor's degree in social science, business, public administration, or related area, and is supplemented with over 4 years directly related experience. A master's degree is considered an asset.

Experience with strategic planning and leading/facilitating projects is required with knowledge of business continuity and improvement considered an asset. Having a PMP or change management designation, or interest in attaining one, is an asset.

Other combinations of experience and education may be recognized if clearly articulated in the application.

Employees of the Legislative Assembly Service are expected to provide non-partisan confidential service to all Members of the Legislative Assembly.

A Criminal Record Check is required for this position.