



## JOB DESCRIPTION

**JOB TITLE:** DIRECTOR - STRATEGY & ANALYSIS

**REFERENCE NO:** 100367

**DIVISION:** STRATEGIC MANAGEMENT & ANALYSIS

**DEPARTMENT:** STRATEGY & ANALYSIS

**APPROVAL DATES:** BY: Rochelle Pancoast **DATE:** April 6, 2021  
MANAGING DIRECTOR – STRATEGIC MANAGEMENT & ANALYSIS

BY: [Signature] **DATE:** April 6, 2021  
CHIEF HUMAN RESOURCES OFFICER

### GENERAL DESCRIPTION:

This is a senior management position responsible for credibly providing senior leaders with business analysis and strategic direction recommendations, which collectively optimize the value of the City's municipal, utility and energy assets while also driving efficient and cost effective delivery of City services through time. This responsibility extends to leading the City's participation in energy markets and the delivery of other commercial instruments to ensure City customer's and residents' continued access to competitively priced goods and services.

This position works under municipal ownership and will effectively balance sound decision making of a private business model to that of a city department functioning with the public's best interest in mind. As a participant on the Senior Leadership Team, this position works with internal departments to contribute toward the corporate vision, values, culture, direction, policies and decision making.

### ORGANIZATIONAL RELATIONSHIPS:

- Directly reports to the Managing Director - Strategic Management & Analysis.
- Provides leadership to the Strategy & Analysis managers and individual contributor direct reports; this role also provides indirect leadership on strategy and analysis matters across the entire city organization.
- Develops and maintains positive/constructive relationships with internal City departments and relevant external stakeholders including but not limited to regulatory bodies, vendors, customers, other comparable municipalities and businesses for benchmarking and best practice purposes, and more.

### PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Develops and maintains the City's long term financial model, and conducts scenario and sensitivity analysis as a key input into strategic recommendations; ensures reliability and consistency of department/business unit level models held within the Strategy & Analysis team.
- Initiates, leads and facilitates strategic business plans across the City, aligned to improve business earnings, and to drive value for both the City's property tax base as well as the utility rate base customers.
- Provides analysis and recommendations that drive value through capital strategies, operating strategies, rate and fee structures, asset optimization, grant applications, data analyses, contract development and execution, energy marketing execution, hedging strategies and more.
- Supports Invest Medicine Hat's economic attraction and retention efforts through the delivery of applicable commercial and business analysis and related solutions, including the development and delivery of any required commercial energy agreements.
- Ensures managers and other staff members follow the City's policies and procedures, Regulations, Acts and Collective Agreements pertaining to the industries.

- Accountable for the preparation, approval, implementation, monitoring and reporting of the department's operating and capital business plans in accordance with corporate policies and guidelines.
- Provides daily leadership, guidance, support, coaching and performance management to direct reports. Establishes roles and responsibilities and holds staff accountable to meeting department annual work plans and commitments.
- Delivers customer service support through development and implementation of best practices, policies and procedures.
- Leads, promotes and actively participates in programs and systems supporting health, wellness and safety of employees and the general public.

**REQUIRED COMPETENCIES:**

- Business analysis, business case, and strategy development experience including extensive knowledge of financial modelling and analysis.
- Experience in working with Executive Levels on risk/reward analysis of business opportunities; knowledge of required stage gate approach to initiative development; and strong presentation skills.
- Strong business acumen related to commercial contract development and execution for new and existing projects.
- Ability to navigate legislative changes and position the City to optimize on opportunities and mitigate risks.
- Excellent, demonstrated leadership, conflict resolution, interpersonal, communication and organizational skills, work plans and commitments.
- Proven effective leadership capabilities, including the ability to maintain and promote a cooperative work environment, develop effective succession plans and develop, coach and maintain trained staff.
- Accountable for the accuracy, timeliness, appropriateness, and quality of judgements.
- Excellent verbal and written communications skills.
- Working knowledge of contract tender principles, procedures and administration.
- Thorough knowledge of municipal budgeting principles and practices.
- Proficiency in current windows based software and other standard office technology.

**REQUIRED QUALIFICATIONS:**

- Successful completion of Bachelor's degree in Economics, Commerce or Business from a recognized post-secondary institution.
- Ten (10) years of directly related senior experience including five (5) years in a senior management capacity.
- A Master's degree in an applicable field from a recognized post-secondary institution is considered an asset.
- A CFA designation is considered an asset.
- A management approved equivalent combination of education and experience may be considered.