

<b>Job Title:</b>	Strategic Business Advisor	<b>Date:</b>	May 3, 2022
<b>Division:</b>	Business Development	<b>Location:</b>	Victoria (VTC)
<b>Department:</b>	Corporate Strategy	<b>Level:</b>	Employee
<b>Exempt / Union</b>	MoveUp	<b>Band / Group Level</b>	Group 12

## Description

Reporting to the Manager of Corporate Strategy, the Strategic Business Advisor is accountable for coordinating aspects of BC Transit's long-term corporate planning and performance management framework including the development of the Provincial Service Plan, Annual Service Plan Report, Business Plan and enterprise reporting in a multi disciplinary environment. This position contributes to ongoing corporate strategic planning and enterprise reporting requirements with internal and external stakeholders, development of corporate planning and performance documents, development of strategic business cases and associated key performance indicators. The Strategic Business Advisor also communicates and evaluates emerging transportation and mobility trends and makes recommendations for future corporate initiatives.

## Key Accountabilities

- Coordinates the development of key corporate strategic planning documents, including Strategic Plan updates, three-year Service Plans, and Business Plans. Is an integral contributor to the development of the Annual Service Plan Report.
- Coordinates a collaborative process with senior management to identify three-year business priorities, including resource allocations and future requirements. Monitors the company's ability to meet these objectives as set out throughout the year.
- Evaluates new mobility strategies and projects that meet corporate and service planning needs. Recommends metrics for performance monitoring of new mobility initiatives.
- Works with the other departments to identify and define functional requirements and technology requirements for performance reporting and future business intelligence needs.
- Acts as a corporate liaison and provides strategic direction and analysis for corporate initiatives. Assists in the development of materials for senior leadership information and decision-making.
- Liaises with internal departments, executive management and local partners to develop strategic planning parameters for upcoming years and to set key performance indicators. Ensures all related documents adhere to provincial government and BC Transit Board of Directors guidelines.
- Responsible for monitoring the transportation landscape to ensure that BC Transit is aware of emerging industry trends and that these trends are communicated and incorporated within key planning documents.
- Develops benchmarking parameters against other comparable transit systems to effectively monitor BC Transit's success and make recommendations for areas of improvement.

- Develops strong and effective positive working relationships with all levels of staff, Executive, Provincial and Local Partners.
- Responsible for various reporting, communications and negotiations with stakeholders including internal BC Transit staff and Provincial government staff.
- Develops corporate whitepapers evaluating key transit opportunities and trends, and may make recommendations for future corporate initiatives.

### **Education and Experience**

- The competencies for this position would typically be acquired through a post-secondary degree in Business Administration, planning, or a related discipline plus a minimum three years' experience providing an advanced level of expertise and leading projects in a corporate strategy environment. An equivalent combination of education, training and experience may be considered.
- Proven experience in preparing concise, comprehensive reports, business cases and delivering presentations to senior stakeholders.
- Knowledge of the principles, concepts and terms associated with strategic business planning, including the formation of corporate goals, business initiatives, strategic analysis, enterprise reporting and monitoring, financial accounting, cost-analysis and project management.
- Knowledge and familiarity with transit and emerging trends in the transportation industry.

### **Core Competencies**

- **Occupational Health and Safety Knowledge** - Is knowledgeable about workplace health and safety, places high importance on safety and diligently follows safe operating procedures; promotes and displays a positive safety attitude and is proactive about safety for themselves, peers and customers.
- **Customer Service** - Demonstrates a commitment to public service, serves and satisfies internal and external customers, holds themselves accountable for quality outcomes.
- **Leadership** - Inspires and motivates colleagues to increase engagement, deliver results, accomplish tasks and achieve goals.
- **Planning and Prioritization** - proactively plans and organizes work activities and priorities; manages several tasks at once.
- **Accountability** – Assumes responsibility for successfully accomplishing work goals and objectives and consistently delivering results; setting high standards of performance for self and others.
- **Innovation** - Develops new insights into situations and applies different and novel solutions to make improvements.
- **Decision Making** - Obtains information; identifies key issues and implications to make informed, objective decisions.
- **External and Organizational Awareness** - Identifies and understands how internal and external issues (e.g. economic, political, social trends) impact the work of BC Transit.
- **Interpersonal Relationships** - Develops and maintains effective relationships with others, relates well to people from varied backgrounds and in different situations, show understanding, courtesy, tact, empathy and politeness.

- **Technical Knowledge and Continuous Learning** - Applies and acquires new knowledge and skills including new and emerging trends or information in the industry; sets and pursues learning/ growth opportunities and goals.
- **Initiative** - Identifies opportunities and issues, and proactively acts and follows through on work activities to capitalize or resolve them.
- **Collaboration** - Supports an effective team that understands and supports the vision, values and objectives of the organization;
- **Communication** - Provides regular, consistent and relevant information to others and ensures appropriate individuals are informed; listens carefully to others, asks questions or clarification and responds thoughtfully; communicates in a clear and concise manner using appropriate content, style and method of communication to suit the needs of the individual or audience

