

Job Title	Strategic Initiatives Analyst	Classification	Grid Level 27
Department	Office of the Clerk	Date Updated	January 2026
Reports to	Senior Manager, Corporate Planning and Strategic Initiatives		

PROGRAM AND STRUCTURE

Legislative Assembly staff provide non-partisan services to the institution of Parliament and its elected members in the areas of procedural advice, administrative support and information services. The Legislative Assembly operates under the authority of the *Constitution Act* and the *Legislative Assembly Management Committee Act*. The Legislative Assembly is an autonomous employer, separate from the BC Public Service and the administrative framework of government ministries and agencies.

DEPARTMENT SUMMARY

The Clerk of the Legislative Assembly is the chief permanent officer of the Legislative Assembly who reports to the Speaker and the Legislative Assembly Management Committee.

The Office of the Clerk provides non-partisan procedural advice to the Speaker and all Members of the Legislative Assembly. The Office maintains the records of all parliamentary proceedings and oversees the preparation of the Orders of the Day and Votes and Proceedings, as well as the Journals, which are the official record of proceedings and decisions. The Office also assists with protocol arrangements for parliamentary functions and ceremonies, and parliamentary visits.

The Governance and Corporate Support Unit within the Office of the Clerk houses corporate functions in support of the Legislative Assembly's operations and good governance practices, including business continuity planning, strategic planning, enterprise risk management, internal audit, corporate communications, and corporate policy.

JOB SUMMARY

Reporting to the Senior Manager, Corporate Planning and Strategic Initiatives, the Strategic Initiatives Analyst (Analyst) provides high level analytical, strategic, and operational support to advance the priorities of the Clerk of the Legislative Assembly. The Analyst drives the planning, coordination, and execution of cross-organizational initiatives that strengthen governance, operational excellence, and organizational modernization. Working with considerable independence, the Analyst conducts research, develops options, prepares briefing materials, and supports the implementation of complex projects and initiatives that have significant strategic importance to the Legislative Assembly Administration.

KEY RESPONSIBILITIES

- Leads the planning, coordination, and implementation of multi-disciplinary organizational projects, initiatives, and strategies, ensuring alignment with strategic goals and timelines.
- Analyzes complex issues through research, environmental scans, and jurisdictional reviews, synthesizes findings into comparative analyses, and develops evidence-based options,

recommendations, and decision support materials for the Clerk of the Legislative Assembly and senior leadership.

- Prepares high quality and compelling written materials, including backgrounders, briefing and decision notes, reports, presentations, speaking notes, and correspondence on a range of complex topics that are of strategic organizational importance and that support organizational decision-making.
- Establishes and monitors performance indicators to evaluate the progress, effectiveness, and sustainability of strategic initiatives, and identifies trends, risks, and emerging issues.
- Develops project and strategic initiative documentation for high-profile undertakings, including preparing frameworks, work plans, stakeholder maps, engagement and consultation plans, risk assessments, and status updates.
- Leads the integration of input from internal teams and external partners, ensuring that engagement activities, analysis, reporting, and deliverables align with strategic objectives and support cohesive and timely project outcomes.
- Leads the development, tracking, and reporting of project and initiative milestones and supports issue resolution by identifying gaps, proposing solutions, and escalating concerns when appropriate.
- Facilitates information sharing, consultation processes, and collaborative problem solving across the organization by providing appropriate tools, resources, and support to leadership and staff.
- Initiates and facilitates liaison and outreach activities, in collaboration with the Office of the Speaker, the Office of the Clerk, internal teams, external partners, and service providers, ensuring effective relationship management to advance assigned priorities.
- Oversees third party contracts (with consultants) and recommend scope, services, and fees as well as review invoices from contractors and recommend payments for fees and expenses for the Clerk to approve.
- Works independently and collaboratively with senior leadership and internal teams, demonstrating adaptability, resourcefulness, and sound decision-making under changing priorities.
- Maintains a high level of independent initiative and professional accountability, recognizing the organizational impact of work that informs senior decision-making.
- Performs other duties as assigned within scope of work.

ORGANIZATION STRUCTURE

Clerk of the Legislative Assembly

Deputy Clerk of the Legislative Assembly

Senior Manager, Corporate Planning and Strategic Initiatives

Strategic Initiatives Analyst

SELECTION CRITERIA

EDUCATION, TRAINING & EXPERIENCE

- Post-secondary education in public administration, political science, business, or a related field, plus at least 3 years of relevant* experience, or an equivalent combination of education and experience.
*Relevant experience may include:
 - Collaborating with senior officials to lead high-visibility organizational projects and initiatives.
 - Applying advanced interpersonal skills to influence and align diverse internal and external partners.
 - Navigating complex, sensitive, or high-visibility initiatives with tact, discretion, and impartiality.
 - Conducting research and analysis, providing strategic advice, and preparing briefing and decision materials for senior officials.

- Experience effectively managing high volumes of work and prioritizing time-sensitive deliverables.
- Experience working in a public sector or parliamentary environment preferred.

KNOWLEDGE, SKILLS & ABILITIES

- Comprehensive understanding of the overall mandate of the Legislative Assembly; knowledge of structure of the legislative, executive and judicial branches of government.
- Knowledge of concepts, principles, standards and practices of project management, change management, structured decision-making, and provision of related advisory services.
- Strong research, analytical, and problem-solving skills with an ability to exercise judgement, initiative and to apply innovative approaches to problem-solving.
- Excellent oral and written communication skills, including the ability to articulate complex issues in a clear and concise manner for senior officials and other stakeholders.
- Excellent organizational and time-management skills.
- Exceptional interpersonal skills to work collaboratively and establish effective working relationships.
- Ability to engage with colleagues, senior leadership, and external stakeholders on a variety of matters in a positive and constructive manner.
- Ability to build and foster collaborative relationships with internal and external partners.
- Ability to be adaptable and flexible and adjust own work to accommodate evolving needs.
- Ability to manage a challenging work environment with a demanding workload.
- Ability to develop workplans, identify risks, and propose mitigation strategies.
- Ability to act independently and without supervision, be resourceful and adaptable to constantly changing situations and be able to set priorities to meet all required deadlines.
- Ability to plan and undertake work with limited supervision.
- Ability to work flexible hours, have self-discipline, and take personal responsibility.
- Ability to operate a computer with a Windows-based operating environment.