

Job Title	Strategic Planning Advisor	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 is an autonomous employer, separate from the administrative framework of government ministries and agencies, which operates under the authority of the *Constitution Act* and the *Legislative Assembly Management Committee Act*.

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 Planning Advisor (Advisor) plays a lead role in advancing the Legislative Assembly Administration’s strategic planning and performance management practices. As part of the Governance and Corporate Support Unit, the Advisor develops and maintains organization-wide planning and reporting frameworks, aligning strategic, corporate, budget, and risk management processes. The role provides high-level advisory and analytical support to senior and departmental leadership, guiding the development of operating plans, performance measures, and evaluations of major organizational initiatives. The Advisor builds and delivers frameworks, tools, training, and supports that strengthen an integrated, collaborative, and informed planning culture across the organization.

KEY RESPONSIBILITIES

- Leads the development, implementation, and continuous improvement of the organization-wide strategic planning and performance management frameworks. This includes the corporate planning

and reporting portfolio that operates on a formal annual planning and reporting cycle that ensures integration between risk management and strategic, corporate, and budget planning.

- Collaborates with others who facilitate corporate processes, including Financial Services and the Project Management Office, to ensure corporate activities are appropriately timed, coordinated, and manageable.
- Leads the cyclical renewal of the Strategic Plan and supports annual priority-setting processes in alignment with the budget cycle.
- Guides departmental leadership in creating and monitoring annual operating plans, that include annual priorities and performance measures that align with the Legislative Assembly Administration Strategic Plan.
- Leads the development, tracking, and reporting of organizational performance, including the preparation of the Administration's quarterly reports and the annual report for approval by the Legislative Assembly Management Committee.
- Provides strategic advisory, analytical, and consultative support for major organizational initiatives, including business case development, risk assessment, financial analysis, and evaluation of options.
- Offers trusted advice to senior leadership on business decisions, strategic opportunities, trends, and best practices in governance, planning and performance management.
- Ensures planning and performance processes effectively engage, inform, and educate employees regarding organizational goals, priorities, and results.
- Provides subject matter expertise, resources, tools, guidance, training, and support to leadership and staff on strategic planning, operational planning, and performance measurement.
- Cultivates and strengthens an integrated business planning and reporting culture by supporting collaboration, identifying interdependencies, and promoting alignment across departments.
- Ensures effective organizational communication related to strategic direction, priorities, performance expectations, and outcomes.
- Exercises significant judgment and discretion in setting interim goals and determining approaches to executing strategy and performance planning responsibilities of the Legislative Assembly Administration.
- Works independently and collaboratively with senior leadership and the Office of the Clerk, 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 Planning Advisor

SELECTION CRITERIA

EDUCATION, TRAINING & EXPERIENCE

- Post-secondary education in business administration, public administration or a related program, plus at least 5 years of relevant* experience, or an equivalent combination of education and experience.
- Relevant experience may include:
 - Providing expert advice on strategic planning, corporate and business planning, goal setting, and performance measurement and reporting matters to senior officials.

- Facilitating discussions and workshops, fostering collaboration, and making effective recommendations to senior officials.
- Effectively leading and influencing a planning and performance management culture.
- Experience working in a public sector or parliamentary environment preferred.

KNOWLEDGE, SKILLS & ABILITIES

- In-depth knowledge of the best practices and trends in strategy and planning.
- Knowledge of strategic planning frameworks, methodologies, techniques, and tools.
- Knowledge of data visualization techniques and reporting tools.
- Knowledge of concepts, principles, standards and practices of project management, change management, structured decision-making, and provision of related advisory services.
- Comprehensive understanding of the overall mandate of the Legislative Assembly; knowledge of structure of the legislative, executive and judicial branches of government.
- Excellent written and oral communication skills.
- Strong research, analytical and problem-solving skills.
- 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 lead and facilitate workshops.
- Ability to manage a challenging work environment with a demanding workload.
- Ability to act independently and without supervision, be resourceful and adaptable to constantly changing situations and be able to set priorities in order 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.