



JOB POSTING #2020-010
Temporary Full Time Contract Position

Strategic Planner
Position Code: 0000000413

SALARY RANGE: \$88,693 to \$102,536
START DATE: June 2020

The Barrie Police Services Board is seeking qualified applicants for the position Strategic Planner. The Strategic Planner will take guardianship of the organization's Strategic Plan creation and performance measurement, Annual Report writing and all grant researching, writing and measurement functions, while remaining consistent with the Quality Service Standards of the Barrie Police Service.

Reports to: Staff Sergeant, Executive Services

Principle Duties and Responsibilities

- Responsible for researching, collecting, collating and the use of a variety of informational inputs (i.e. databases, surveys, environmental scans, SWOT analysis, PESTLE analysis, multiple meetings and focus group feedback) to create the triennial Strategic Plan
- Regular creation of reports and various presentation materials to update internal and external stakeholders with respect to project status and goal accomplishment
- Accountable for the overall lineage, from creation to completion of the Annual Reports, which includes not only the creation but all surrounding organizing tasks that come with the generation of the Report
- Responsible for sourcing, applying, writing and performance measurement of grants
- Maintain and participate in external groups and organizations, and maintain current knowledge of best practices and strategies gleaned from similar positions in other organizations (i.e. Ontario Association of Law Enforcement Planners)
- Other duties as assigned

**Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.*

The Barrie Police Service offers a competitive salary and excellent benefits. As a member of a growing and dynamic organization committed to the public safety of the community, the ideal candidate must possess:

Essential Qualifications

- Be at least 18 years of age
- Be a Canadian Citizen or hold Permanent Resident Status
- Possess a valid “G” Drivers Licence
- Be physically and mentally able to perform the duties of the position

Education:

- Ontario Secondary School Diploma (OSSD); or equivalent
- Relevant Post-Secondary Degree in Business Administration (or a related field); or equivalent combination of education and experience

Experience:

- Two-years of working in a related field with a proven ability for researching, data retrieval, and major project handling
- Familiarity with the operation and activity of a police environment would be an asset

Knowledge, Skills and Abilities

- Advanced technical ability with Microsoft Office, Internet Explorer, Adobe, and the ability to quickly learn and implement new software
- Proficient in office procedures, methods, routines and specialized equipment including, but not limited to computers, scanners, copy machine
- Skilled in research, development and preparation of annual and statistical reports, business plans and other research projects, with an in-depth understanding of major project handling
- Impeccable business writing skills
- Excellent analytical and critical thinking skills
- Exceptional public speaking skill set
- Above average communication skills, with the ability to present information clearly and concisely, both orally, in writing and in public forum
- Strong organizational and time management skills with the ability to prioritize workload and switch priorities quickly, in accordance with the needs of the Service
- Ability to read, comprehend and follow procedures and policies
- Ability to analyze and evaluate business plans
- Equipped to work effectively with minimum supervision, and cooperatively as a team member of an effective and professional unit

- Proven ability to interact diplomatically, tactfully and confidentially with all levels of the Service, other agencies, and members of the public

Working Conditions

- The incumbent will work an 8-hour day shift, Monday to Friday and perform their duties in a standard concept office in a climate-controlled environment using a desktop computer system
- Regularly deal with changing deadlines and introductions of urgent assignments
- Light work involving a minimum of physical effort of fatiguing nature
- Ability to sit for long periods of time in one position
- Maintaining a high level of concentration while researching, compiling data and working on a computer
- Use of police vehicle to travel between Barrie Police Service buildings and to and from conferences/workshops/meetings
- Read and research large quantities of materials
- Notetaking and transcription of meetings

How to Apply

Posting Date: April 17, 2020

Closing Date: May 1, 2020 at 1500hrs

All interested **INTERNAL** candidates should submit a cover letter and resume, outlining all education, training, and work experience to support the desired knowledge, skills and abilities (KSA's) to perform the essential duties of this position to Angela Andrade #9956 – Administrative Assistant, Human Resources prior to 1500 on the closing date.

EXTERNAL candidates must submit a **COMPLETE** application package, including a Civilian Application, Civilian Release of Information Waiver, Cover Letter, and Resume, outlining education, training, and experience prior to the closing date to:

**Barrie Police Service, Employment Unit
Job Posting #2020 – 010
110 Fairview Road, Barrie ON L4N 8X8**

In accordance with the *Accessibility for Ontarians with Disabilities Act (AODA)*, Barrie Police Service strives to ensure that all recruiting practices and processes are non-discriminatory and barrier-free. If contacted regarding this competition, please advise the Human Resources Representative of accommodation measures you may require during our selection process. Personal Information is collected under the authority of the Police Services Act to determine eligibility for employment.

Barrie Police Service Values

Through our actions and dedication, we model the principles of Professionalism, Respect, Integrity Diversity, and Excellence. (P.R.I.D.E.)