



JOB POSTING #2023-019

Twelve (12) Month Full Time Contract

Strategic Planner
Organizational Planning, Research and Analysis
Executive Services

Salary Range: \$95,563 - \$110,477

Start Date: October 2023 Anticipated

The Barrie Police Services Board is seeking qualified applicants for the contract position of Strategic Planner. The Strategic Planner will be responsible for determining the format, layout, content, and design of the Annual Report. as well as proactively anticipate any adjustments that will be required to ensure that action items are accomplished.

The Strategic Planner will be required to consult with members throughout the Service to develop and gather relevant data to be presented in a professional and engaging manner. They will also be responsible for presenting the final report to the Police Services Board.

The Strategic Planner will be involved in all activities as they relate to the Annual Report, the Strategic Plan, and the Member Census and will also be the resource for all senior and middle management in the reporting of quantitative results attached to the initiatives that the members are tasked with.

Reports to: Organizational Planning, Research and Analysis Supervisor

Principle Duties and Responsibilities

- Responsible for all organizing tasks that come with the development, creation, and delivery of the triennial Strategic Plan
- Responsible for planning, organizing, administering, and debriefing the annual Strategic Planning Day
- Responsible for researching, collecting, collating information in support of the plan implementation
- Use a variety of informational inputs – databases, surveys, environmental scans, SWOT Analysis, PESTLE Analysis, meetings, and focus groups
- Maintain ongoing knowledge of included and reported initiatives and key performance indicators
- Regularly create reports and various presentation material to update internal and external stakeholders with respect to project status and goal accomplishment
- Research, draft and prepare the biennial Member Census

- Gather and review data, present results, and recommendations to Leadership Team
- Identify and track initiatives that correspond with Strategic Plan priorities and action items
- Organize, collect, and analyze information to create Annual Report
- Work with consultants and a graphic designer to create a design and display the accomplishments of the Service
- Ensure the Annual Report supports and highlights the implementation of the priorities of the Service, as identified in the Strategic Plan
- Maintain and participate in relevant external groups and organizations
- Maintain a current knowledge base of best practices and strategies gleaned from similar positioned personnel in other organizations i.e., Ontario Association of Law Enforcement Planners (OALEP)
- 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:

- Required:
 - Ontario Secondary School Diploma or High School Equivalency Certificate (GED)
 - Post-secondary degree in Business Administration (or related field)

Experience:

- Minimum two (2) years required:

- Working in a related field with proven ability for researching, major project compilation, presentation skills
- Experience compiling research into concise and clear reports and presenting to a diverse audience including members of the public, senior leadership, and frontline officers
- Minimum two (2) years preferred:
 - Prior exposure to a policing environment
 - Comprehensive knowledge of how to utilize and conduct primary and secondary research design and methodologies, qualitative and quantitative research, strategic planning, and operational planning

Desired Knowledge, Skills, and Abilities

- Advanced technical ability with Microsoft Office, Internet Explorer, Adobe, and the ability to quickly learn and implement new software. Experience with SharePoint and WordPress is preferred.
- 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

- Majority of time is spent in a comfortable position with frequent opportunity to move about at will.
- An office environment with occasional exposure to mild unpleasant conditions. There may be a remote possibility of risk of accident or health hazards.
- Work activities involve a frequent need to concentrate on a variety of sensory inputs for lengthy durations, requiring diligence and attention. If sensory activities are interrupted, considerable time in backtracking is required to resume activities. The need for detailed or precise work is high.
- Work activities are performed in an environment with occasional exposure to one or more mental pressures. The mental stress would not be noticeably disruptive to the work, nor would the unpleasant reaction be too strong or persistent.

How to Apply

Posting Date: August 25, 2023

Closing Date: September 8, 2023

All interested **INTERNAL** candidates currently covered by the terms and conditions of the Barrie Police Service, Civilian Working Agreement, shall submit their cover letter and resume, outlining all education, training, and work experience to support the Essential Qualifications to Angela Andrade, Administrative Assistant #9956, Human Resources and Employment Unit prior to 1500 on the closing date.

EXTERNAL candidates, please submit a **COMPLETE** application package to the address below, including a Civilian Application Form, Civilian Authorization for Release of Information Waiver, Cover Letter, and Resume, outlining education, training, and experience to support the essential qualifications and knowledge, skills, and abilities of the position prior to 1500 on the closing date. Late submissions will not be accepted.

**Barrie Police Service, Employment Unit
Job Posting #2023-019 Contract Strategic Planner
110 Fairview Road, Barrie, ON L4N 8X8**

Complete application packages may also be emailed to recruiting@barriepolice.ca with all documents contained in one (1) Adobe PDF no larger than 30MB.

Forms and Waivers may be found at www.barriepolice.ca under the Join Our Team tab →Civilian Employment →Application Process.

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 in regard to 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.

Personal information collected in response to this posting is collected under the Authority of the Police Services Act to determine eligibility of employment.

Barrie Police Service Values

Through our actions, we model the values of Integrity, Respect, Trust, Compassion and Dedication.