

Position Description – 2010

Title

Director	Strategic Planning & Policy
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Role	Management 3 (Level 11)
Salary Scale	\$99,450 - \$118,400
Reports to	Chief Financial and Administrative Officer

Summary Contribution

Under the general direction of the Chief Financial and Administrative Officer and as part of the Corporation's management team, the Director is responsible for the continuing development of the Corporation's strategic planning function, the preparation of key corporate documents, providing leadership in the development of corporate-wide policy and for working in collaboration with functional heads to develop a framework for ensuring a consistent approach to the development of corporate policies within each business line and across the portfolio.

Specific Responsibilities

- Plans, develops and coordinates the corporation's strategic and corporate planning process, including: the organization of annual retreats, of FBCL and with subsidiaries; and leading the development of key corporate accountability documents (Corporate Plan, Annual Report) and other supporting analyses;
- Develops and facilitates FBCL and its subsidiaries responses to government review exercises and requests for information;
- Develops and implements a corporate measurement system which ensures measurable targets are set for corporate objectives, performance is monitored and reported on, and variance adjustments are implemented, to ensure corporate objectives are met;
- Provides external liaison with Transport Canada analysts and central agency staff to ensure understanding and acceptance of FBCL directions and strategies;
- Analyzes issues related to FBCL's mandate and governance and develops documentation for briefing CEO, Board of Directors and for presentation to the Minister, Transport Canada officials and central agencies;

- When necessary, represents FBCL in multi-agency and departmental meetings on corporate matters;
- Drafts key corporate policies for the corporation and its subsidiaries, in accordance with government practices;
- In collaboration with functional heads, (e.g. Engineering, Finance, Communication, HR), provides a framework for a consistent approach to the development of corporate policies;
- Provide ongoing strategic advice to senior management, including advice on sound governance practices in line with best practices within Crown Corporations as well as a clear definition of Chair, CEO, and board of directors, management, parent and subsidiary roles, responsibilities and reporting requirements;
- Monitors the implementation of the Special Examination management action plan;
- Facilitates and develops supporting documentation related to requests for funding and/or as required by the corporation and/or Transport Canada
- Assists in the development and implementation of a corporate-wide risk management process;
- Provides advice and guidance as need on other issues related to ongoing operations;

Critical Skills and Competencies

- In-depth understanding of the machinery and decision making process within the Government of Canada;
- In-depth knowledge and understanding of corporate reporting processes, performance measurement and operating environment scanning analysis;
- Knowledge and ability to develop and implement an enterprise risk management framework;
- Excellent inter-personal skills and a high level of communications skills, both orally and in writing;
- Ability to think strategically combined with excellent planning skills, the ability to identify and analyze problems, formulate solutions and make/recommend a decision;
- Proven strategic thinking and excellent planning skills;
- Superior negotiation skills;
- Fluent in both English and French, both oral and written.