

EMPLOYMENT OPPORTUNITY

Manager, Strategic Initiatives

POSTING NO: 2025-31

POSTING DATE: October 15, 2025

POSTING EXPIRY DATE: November 7, 2025, at 4:00 pm*

*** Please note that qualified candidates may be invited to interview before the closing date**

The Strathcona Regional District (SRD) is currently recruiting for a full-time **Manager, Strategic Initiatives**. Reporting to the Chief Administrative Officer, the Manager, Strategic Initiatives supports the CAO to build a culture of public service that earns the trust and confidence of our community by delivering results on the Board's strategic initiatives, attracting investment into the region, providing project leadership, building effective relationships and communications with intergovernmental partners and community members and supporting corporate planning and performance.

The ideal candidate will have:

- A university degree in public administration, political science, business administration, communications, planning or other related discipline, preferably at the post-graduate level.
- Extensive experience defining and leading complex projects, preferably within the public sector.
- Experience managing professional staff, project staff and consultants.
- A minimum of 7 years' progressive, related experience in local government.
- Registration or eligibility for registration as a Project Management Professional (PMP), Professional Planner (MCIP) or other related professional designation would be an asset.
- B.C. Class 5 Driver's License

The position is full-time, 35 hours a week, onsite, with an annual salary range of \$104,000 to \$120,000 and a generous, comprehensive benefits package.

For more information on this opportunity, please refer to the attached job description, which outlines all the duties and necessary qualifications for this position.

HOW TO APPLY: Qualified candidates are invited to submit a cover letter, resume and relevant certifications quoting posting **#2025-31 Manager, Strategic Initiatives** in the subject line of the application to hr@srd.ca. The SRD thanks all candidates for their interest and advises that only those candidates under consideration will be contacted. The successful candidate must attain a clear Criminal Record and Vulnerable Sector check.



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Manager, Strategic Initiatives

JOB SUMMARY

The Manager, Strategic Initiatives supports the Chief Administrative Officer (CAO) to build a culture of public service that earns the trust and confidence of our community by delivering results on the Board's strategic initiatives, attracting investment into the region, providing project leadership, building effective relationships and communications with intergovernmental partners and community members and supporting corporate planning and performance. The Manager, Strategic Initiatives reports directly to the CAO.

MAJOR DUTIES AND RESPONSIBILITIES:

Strategic Initiatives

- Advances the Board's strategic initiatives by identifying projects and sourcing and securing funding and resourcing.
- Directs and manages the work of external consultants;
- Identifies and works effectively with internal and external stakeholders and communicates information to the Board, staff and the public;
- Identifies the need for functions and services and assists with service establishment;
- Proactively identifies and engages individual experts, as well as informational resources, that can help frame and advance the Regional District's work on key trends or emerging issues;
- Acts as Project Lead for key projects such as Just Like Home Lodge, including developing project plans, coordinating cross-departmental and cross-agency teams, identifying challenges and risks, and briefing the CAO
- Keeps informed of broader policies, issues and opportunities that have the potential to impact the Regional District and provides advice to the CAO on the Regional District's role or response.

Communications and Partnerships

- Works collaboratively with Communications staff to develop and implement communication and engagement strategies;
- Represents the SRD and guides the work of the First Nations Liaison to build effective relationships with Indigenous communities, municipal partners, provincial agencies, and community organizations to advance SRD priority projects.
- Provides strategic advice to the Board of Directors, CAO, and Staff on intergovernmental relations and partnership opportunities.

Corporate Planning, Performance and Policy

- Works with the CAO to identify organization-wide planning, performance and policy initiatives;
- Acts as a resource to support cross-departmental projects and program improvements as directed by the CAO.

Other Duties and Responsibilities

- Contribute to the departmental budgeting process and manage expenses;
- Management of other functions, staff and duties as may be required and directed by the CAO.

REQUIRED EDUCATION & EXPERIENCE (or equivalent combination)

- A university degree in public administration, political science, business administration, communications, planning or other related discipline, preferably at the post-graduate level.
- Extensive experience defining and leading complex projects, preferably within the public sector.
- Experience managing professional staff, project staff and consultants.
- A minimum of 7 years' progressive, related experience in local government.
- Registration or eligibility for registration as a Project Management Professional (PMP), Professional Planner (MCIP) or other related professional designation would be an asset.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS

- Valid BC Class 5 Driver's License.

KNOWLEDGE, ABILITIES AND SKILLS

- Strong written communication skills, particularly in relation to briefing materials and Board reports.
- An ability to prepare presentations and confidently speak on a variety of topics.
- Well-developed relationship-building skills and ability to maintain effective working relationships with internal and external stakeholders.
- In-depth knowledge of local government functions, programs, service delivery, policies, procedures and legislation, preferably gained within the British Columbia context.
- High level of initiative and ability to work with uncertainty and minimal supervision.
- Ability to define and develop projects and initiatives.
- Ability to grasp and communicate a broad range of technical and cross-disciplinary information.
- Considerable knowledge of public sector communications and engagement practices.
- Demonstrated ability to deal effectively and tactfully with sensitive information and a wide variety of internal and external stakeholders and provide leadership to the same.
- Knowledge of First Nations and engagement practices.
- Familiarization with provincial, federal and other organizational mandates and processes.
- Sound analytical and problem-solving skills and the ability to make timely decisions in accordance with applicable regulations, policies and procedures.
- Sound organizational skills and ability to plan and work within deadlines.
- Ability to adapt to rapidly changing circumstances and direction and manage multiple, competing priorities.