**Advisor, Project Planning Strategy (112409)**

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| **Employee Status:** | Regular |
| **Bargaining Unit:** | Non-Union |
| **Pay Range:** | $77,466 - $105,621 |
| **Location:** | 97 Front St W. |
| **Closing Date:** | 10-Feb-2025 |

***Metrolinx*** is connecting communities across the Greater Golden Horseshoe. Metrolinx operates GO Transit and UP Express, as well as the PRESTO fare payment system. We are also building new and improved rapid transit, including GO Expansion, Light Rail Transit routes, and major expansions to Toronto’s subway system, to get people where they need to go, better, faster and easier. Metrolinx is an agency of the Government of Ontario.

At Metrolinx, equity, diversity and inclusion are essential to living our values of serving with passion, thinking forward and playing as a team.

***Project Planning***, within Planning, is the unit responsible for defining and planning transit expansion projects in the early project stages through planning analysis, problem definition, options development and evaluation, planning studies, and business cases.

Reporting to the Manager, Project Planning, the Advisor Project Planning Strategy is responsible for strategic communication and development of planning and policy products in support of corporate Metrolinx long-range transportation planning objectives.

**What will I be doing?**

* Conducts policy analysis and research to develop strategy that will further transportation planning for the GTHA, including the planning, development and implementation of the Regional Transportation Plan.
* Supports the development of improved business processes, monthly reporting, strategic communications, and continuous improvement projects for the Project Planning team.
* Monitors team-wide reporting products, including control boards, monthly and quarterly reports on work products, risk and issue trackers, and request logs.
* Gathers/prepares data, identifies implications, makes recommendations, and facilitates joint policy development activities and initiatives with stakeholders, municipal partners, provincial ministries, and other jurisdictions.
* Supports the development of project planning business cases, planning reports, public consultation materials, board reports and discussion papers, and presents policy briefings to senior management, including the Chief Financial Officer (CFO) and CEO, to respond to complex and politically sensitive issues.
* Participates on multi-disciplinary teams conducting research and analysis to support the continuous improvement of strategic analysis including equity analysis and community impacts.
* Prepares/presents recommendations related to policy and planning, program design, project management, and business practices, in order to further develop and implement the Regional Transportation Plan for the GTHA.
* Develops discussion papers and planning reports for Senior Management to use as part of innovative responses to complex or sensitive issues.
* Prepares presentations for senior staff and management by gathering and organizing data into an appropriate format for presentation, ensuring the quality and relevance of recommendations.

**What Skills and Qualifications Do I Need?**

* University Degree in Business, Planning, Engineering, Public Administration, Strategic Business Communications, or related field – or a combination of education, training and experience deemed equivalent
* Research, qualitative and quantitative analytical skills to research and evaluate strategies, projects
* Project management principles and practices to coordinate projects and develop and monitor implementation schedules within schedule and budget limitations
* Interpersonal and oral/written/presentation communication skills to develop and deliver compelling briefing, communication and presentation materials for a wide range of audiences including through articles, presentations, and social media
* Planning, research and project management skills to conduct research/analyses/studies and make policy recommendations
* Software applications (MS Office – Word, Excel, PowerPoint, Outlook, Project) and computer modeling techniques (PowerBI and database management experience is considered an asset)

**Don’t Meet Every Requirement?**

If you’re excited about working with Metrolinx but your past experience doesn’t quite align with every qualification of this posting, we encourage you to apply. You just might be the right candidate for this or other roles. We are always looking for great talent to join our team.

We invite all interested individuals to apply and encourage applications from members of equity-deserving communities, including those who identify as Indigenous, Black, racialized, women, people with disabilities, and people with diverse gender identities, expressions and sexual orientations.

# Accommodation:

We value the unique skills and experiences each person brings to Metrolinx and are committed to creating and maintaining an inclusive and accessible environment. We are committed to the requirements of the Accessibility for Ontarians with Disabilities Act so if you require accommodation during the hiring process, please let our Recruitment team know by contacting us at: 416-202-5601 or email [hr.recruitment@metrolinx.com](mailto:hr.recruitment@metrolinx.com).

# Application Process:

All applicants must be legally entitled to work in Canada. Metrolinx will be using email to communicate with you for all job competitions. It is your responsibility to include an updated email address that is checked daily and accepts emails from unknown users. As we send time sensitive correspondence, we recommend that you check your email regularly. If no response is received, we will assume you are no longer interested in pursuing the opportunity. Please be advised that a Criminal Record Check may be required of the successful candidate.

For Internal applicants, with the recent implementation of the Internal Mobility Policy, the internal recruitment process has changed for non-union roles. Candidates must be in their current role for 12 months prior to applying for another role and each applicant must be in good standing (not participating in a Performance Improvement Plan). Please review all provisions of the [policy](http://mylinx/sites/Finance/en/Records/Manuals/HR%20Policies%20by%20name/HR-0202-17%20Internal%20Career%20Mobility%20Policy.pdf#search=Internal%20Mobility%20policy) before submitting your application.

Should it be determined that any background information provided be misleading, inaccurate or incorrect, Metrolinx reserves the right to discontinue with the consideration of your application.

# We thank all applicants for their interest, however, only those selected for further consideration will be contacted.

**WE ARE AN EQUITABLE AND INCLUSIVE EMPLOYER.**