

Continuous Improvement Coordinator (Methods Analyst I)**Job Number: 31617**

Interested in setting the bar?

As the Continuous Improvement Coordinator, you will be responsible for reviewing, supporting and making recommendations on a new program to enhance current public engagement practices. This new system will be designed to ensure public engagement practices are more meaningful for citizens and will support better decision making.

Interested? Keep reading for more responsibilities:

- Review business processes, develop and help implement recommendations to support the effective administration of engagement at the City
- Review, with leadership, the annual progress of the evaluation program and identify projects for review and improvement
- Prepare estimates and forecasts using past, current and future trends to identify how systems or procedures will affect operations
- Develop and maintain an online portal and project tracking tool to support engagement planning process and ongoing cultural process change. This work will include, researching precedent systems in other municipalities and organizations, and building a business case for an Edmonton solution that identifies staging of development, functionality, resourcing, time and cost and maintenance required
- Work with users, citizens, and Public Engagement staff to review the City public engagement toolbox and use input to identify and project manage updates to ensure it is effective and complete
- Develop and maintain a Community Leadership Inventory and Tools
- Develop and implement a Public Engagement Recognition Program that includes internal and externally facing recognition initiatives

Qualifications:

- Completed Bachelors degree in Business Administration, or a related discipline
- Minimum of 2 years work in a position evaluating operations and making improvements in response to findings
- Project management experience, including the use project management tools and techniques, including business cases, project charters, change management documentation, issue documentation etc
- IAP2 Foundations certification is considered an asset
- Considerable knowledge of methods studies, analysis procedures, practices and terminology as related to evaluation
- Considerable knowledge of time and cost networks, such as CAME, PERT and time motion
- Strong knowledge of departmental, civic and governmental policies and regulations affecting engagement
- Strong writing skills, with the ability to develop reports and other communications in plain language for public review (technical briefs etc.)
- Strong presentation skills, with the ability to communicate complex data in a clear and easily comprehensible way, and express ideas and concepts in a persuasive manner
- Skills to train others on how to use data collection tools
- Demonstrates ability to establish and maintain effective relationships, and bring groups to a consensus in decision making
- Considerable skills in preparing or reviewing reports and making recommendations
- Applicants may be tested

We are an equal opportunity employer.

We welcome diversity and encourage applications from all qualified individuals.

Up to 1 permanent full time position

Hours of Work: 33.75 hours per week, Monday to Friday.

Salary: \$38,705 - \$48,375 (Hourly); \$68,188.530 - \$85,192.940 (Annually)

Recruitment Consultant: SD/JP

Classification Title: Methods Analyst I

Posting Date: Jan 8, 2018

Closing Date: Jan. 22, 2018 11:59:00 PM (MST)

Number of Openings (up to): 1 - Permanent Full-time

Union : CSU 52

Department: Public Engagement (Communications and Engagement)

Work Location(s): 11th Floor Edmonton Tower, 10111 104 Avenue
Edmonton T5J 0J4

TO APPY: <https://recruitment.edmonton.ca/job/CITYA000C200/Continuous-Improvement-Coordinator-Methods-Analyst-I>



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