

# **PLANNING CONSULTANT**

## **GENERAL**

This is a senior position within the Executive Division of a department, reporting directly to the Deputy Minister or equivalent. The incumbent serves as a general program development consultant, responsible for co-ordinating all program implementation and related activities and services. Major responsibilities include: development of systems or mechanisms which ensure an inter-disciplinary approach to program implementation; providing direction and assistance in the development and refinement of well-integrated and effective delivery system ensuring that any new programs are implemented efficiently and economically; serving as an expeditor and co-ordinator of special projects from a departmental viewpoint; providing internal program audit services.

## **TYPICAL DUTIES**

Develops systems or mechanisms which ensure an inter-disciplinary approach to departmental program implementation.

Provides direction and assistance in the development and refinement of well-integrated and effective delivery systems, ensuring that any new programs are implemented efficiently and economically.

Maintains close liaison with the department to secure the ultimate program and resource support required.

Provides a program audit service within the department and provides background to audit teams as requested.

Serves as an expeditor and co-ordinator of special projects from a departmental point of view, with special emphasis in the program implementation area.

Represents the Minister, Deputy Minister and Assistant Deputy Minister at both provincial and federal government levels.

Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

Detailed knowledge of administrative procedures.

Thorough knowledge of departmental, divisional and branch programs, policies and objectives.

Ability to relate effectively with professionals of various disciplines and senior administrative personnel.

**Education, Training and Experience**

A Master's Degree level of training, preferably with a major in public administration or the social sciences with extensive experience in a related field.

**Physical Standards**

Physically capable of performing the duties assigned.