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|---|--------------------|-------------------------------------|--|
| <b>Job Title:</b><br><b>Strategy Coordinator</b>  |                    | <b>Region</b><br>Domestic           |  |
| <b>Dept.</b><br>Research & Development  |                    | <b>Written By</b><br>Patrick Mayock |  |
| <b>Date Created</b><br>March 14, 2017   | <b>Review Date</b> | <b>Reviewed By</b>                  |  |
| <b>Position in Organisation</b> <ul style="list-style-type: none"> <li>• <b>Reports To:</b> Senior Director, Research &amp; Development</li> <li>• <b>Directly Supervises:</b> None</li> <li>• <b>Indirectly Supervises:</b> None</li> </ul>  |                    |                                     |  |
| <b>Main Purpose of Job</b><br>Provides support and continuous improvement action for the ongoing execution of the STR strategic process, including the strategic roadmap, management framework and success metrics. Ensures thorough, accurate and timely communication flows among multiple departments, teams and individuals to deliver business results from the strategic roadmap. |                    |                                     |  |

### Key Responsibilities and Accountabilities

#### 1.1 Strategic Plan Support

- Manage internal company email inbox designated for feedback, inquiries and suggestions related to the 3 year STR strategic plan; review incoming messages, determine appropriate course of action and send timely response to the staff member who submitted the email.
- Manage company microsite to communicate key messages, including updates to existing content, drafting/posting new content. (Knowledge of CMS a plus.)
- Revise three-year strategic roadmap as directed, including edits of master roadmap and initiative description documents. Maintain files of each master document from quarterly reviews.
- Coordinate discovery phase before quarterly and annual reviews of the strategic roadmap: Solicit and consolidate pre-work assignments from roadmap authors, help maintain deadline schedule for feedback and pre-work, etc.
- Partner with R&D Senior Director to think and act creatively on how to best engage employees at all STR offices with new strategic roadmap plans each quarter, including, but not limited to, refreshing strategic roadmap office signs and supplies to maintain enthusiasm.
- Provide event planning support for 3 year roadmap refresh presentation around the world annually. This entails organizing presenters across time zones, arranging for celebration details such as decorations, signs, refreshments and audio visual/space needs.

#### 1.2 Strategic Governance Assistance

- Oversee the “strategic intake” process. Serve as first point of contact for staff when submitting proposals for new initiatives. Fill in relevant details as needed. Capture additional information as needed. Pass along completed information to respective stakeholders and department heads as needed.
- Maintain organized library of completed Strategic Intake Forms. Ensure version control.
- Record and publish notes for all Strategic Governance meetings and supporting Strategic Governance Panel

## Job Description – Strategy Specialist

process meetings.

- Manage Strategic Governance document library. Update documents/templates as needed and ensure submitted documentation is collected, stored appropriately, filled out to specification.

### 1.3 Planning, Documentation & Communication

- Draft memos to senior executives with key strategic roadmap updates, milestones, goals and accomplishments.
- Assist with preparation, logistics and follow through for important communication forums to support the STR strategy including Team Velocity, Strategic Focus Area Roundtables, Strategic Roadmap Focus Groups, Innovation Days and Strategic Governance training.
- Document meeting dialogue, question and answer sessions, and action items for a variety of meetings in the Strategy department. Capture meeting decisions and communicate to relevant stakeholders.
- Draft company updates/communications to share the status of strategy implementation; highlight important accomplishments and showcase employees who are making progress.

### 1.4 Metrics Collection and Reporting

- Generate reports of Key Performance Indicators (KPIs) regularly for Strategic Governance and Team Velocity to track the progress of adherence to the strategic plan.
- Provide all required supporting data and information to stakeholders by stated deadlines.
- Periodically assess effectiveness of KPI reporting to validate the correct measures are being recorded and that they are driving the right behaviors and results in the organization. Based on insight, proactively make suggestions for improvements to the Strategic Governance Administrator to increase the value add of this information.

### 1.5 Job Execution

- Understands how work area performance impacts results.
- Independently gathers information.
- Adjusts to multiple demands and shifting priorities; accepts responsibility for results of actions.
- Contributes to own team/closely related teams through quality, thoroughness and accuracy of own output.

### 1.6 Personal/Professional Commitment and Development

- Focus on learning the key aspects and duties of the job being performed.
- Read industry news to understand market developments, trends in the industry.
- Attend training and actively seek to continually enhance understanding of STR products and value proposition.
- Adhere to all STR processes and policies and maintain customer confidentiality.
- Ensure STR brand and corporate values are evident to the customer at all times.
- Understand and adhere to the STR vision and our values.

## Job Competencies

| Competency    | Knowledge  |
|---------------|--|
| Communication | Possesses strong written and oral communication skills; adept at expressing and capturing communication in a clear and concise manner across various mediums (e.g. face-to-face, teleconference). Asks effective questions and solicits feedback to understand needs. Anticipates future needs based on past |

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|----------------------------|---|
|                            | transactions.   |
| <b>Organization</b>        | Able to juggle multiple projects with multiple stakeholders without sacrificing quality or efficiency.  |
| <b>Attention to Detail</b> | Observes/takes note of high volume of important details and follows through with appropriate action in a timely manner.   |
| <b>Process Management</b>  | Determines the best way to get things done; recognizes opportunities for synergies & integration of processes, drives for continuous improvement and simplification.  |
| <b>Relationships</b>       | Collaborates well with others to achieve objectives and ensure information flow. Excellent relationship building skills. Ability to react quickly and efficiently to internal customer needs. Willingness to accommodate and actively support teams in different offices, time zones.       |
| <b>Adaptability</b>        | Adapts to changing work environments, work priorities and organizational needs. Ability to work effectively in a fast-paced and ever-changing environment with diverse personalities and work styles. Openness to flex role and focus as appropriate to help the organization move forward. |
| <b>Delivers Results</b>    | Committed to achieve personal and expected standards of excellence  |

### Job Context

| Context                            | Description  |
|------------------------------------|--|
| <b>Travel</b>                      | The job holder will not be expected to travel extensively. |
| <b>Key Contacts\ Relationships</b> | Externally – None.<br>Internally – All departments         |

### Education and Skills

| Minimum Requirements   |
|--|
| <ul style="list-style-type: none"> <li>• 4 year college degree required, preference for Business focus or other related field of study.</li> <li>• Proficient in Microsoft Word, PowerPoint and Excel.</li> <li>• Excellent typing skills a plus.</li> </ul> |