



Transformation Systems, Inc.

Strategic Planning Project Manager

Job Description

About Us & This Opportunity

TSI is an award-winning Human Capital Services firm. Connect with our history, culture, values, and capabilities at www.transformationsystems.com. This opportunity belongs to someone who wants to be a part of a team making a difference in improving workforce and organizational effectiveness for our Department of the Navy (DON) customers. Successful delivery of value in this position offers potential for advancement to other TSI positions and salary boosts. The work is primarily telecommuting with occasional meetings at the client site in the Washington Navy Yard. Some local and non-local travel to other client sites and to TSI sites may be needed.

Duties and Responsibilities

In the Strategic Planning Project Manager position, you will provide analytical and management support including, but not limited to organizational health assessment, strategic planning and measurement, defining roles and responsibilities, process documentation and improvement, team building, leadership training and personnel development. Examples of typical tasks include:

- Conduct situation appraisals and surveys.
- Deliver consultation and facilitation to design and implement a strategic management process and initiatives that lead to individual, group, and organizational performance improvement across the organization.
 - Align performance initiatives with the strategies of the parent organization.
 - Design and facilitate leadership strategy meetings, provide reports summarizing meeting outputs.
 - Support development of performance initiatives, with defined strategic goals and detailed execution action plans.
 - Facilitate and support assigned goal execution action teams
- Meet regularly with leadership to identify, prioritize, and sequence specific tasks.
- Provide as-needed coaching, consulting, facilitation, and products in the areas of conflict resolution, human capital development, strategic communications, standard business practices, performance measurement, value stream analyses, and continuous process improvement.
- Coordinate communications (emails, phone calls, MS Teams video and face-to-face meetings) among stakeholders to facilitate efficient learning events and meetings.

Qualifications

Required Education

- **Bachelor's level degree in relevant field**

Required Experience:

- Providing analytical, management and strategic planning support to Department of Defense organizations.
- Documenting office processes, roles, and responsibilities
- Developing and implementing strategic management & performance improvement initiatives at the individual and group levels
- Facilitating action teams to ensure effective execution of performance initiatives.
- Designing and managing progress reviews for leadership evaluation of performance initiatives.
- Delivering training on the enterprise transformation and leadership bodies of knowledge.
- **Must hold an active US Department of Defense Secret Security Clearance**

Preferred Experience:

- 15+ years relevant experience in analytical, management and strategic planning support
- Knowledge of DON structure, policy, doctrines, and culture
- Developing and implementing strategic management & performance improvement initiatives at the organizational levels
- Clarifying and aligning office processes, roles, and responsibilities through analysis
- Specialized experience, training, education, or certification in one or more of the enterprise transformation and leadership bodies of knowledge (e.g., Change Management, Continuous Process Improvement, Performance Measurement, Leadership Development/ Coaching, Human Capital Planning)

Work Setting

TSI offers an industry-leading benefits program including health, disability, life, and company match 401k and an outstanding company culture recognized by the Washington Business Journal as a Great Place to Work. For more information, visit <http://transformationsystems.com/about/work-with-us/>.

Please apply by sending your resume and security clearance status to jobs@transformationsystems.com.

Transformation Systems, Incorporated is an Equal Employment Opportunity employer.