

## Update

Ministry

**Describe: Basic Job Details****Position**

Position ID

Position Name (200 character maximum)

Current Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

**Employee**

Employee Name (or Vacant)

**Organizational Structure**

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

**Design: Identify Job Duties and Value****Changes Since Last Reviewed**

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

## Job Purpose and Organizational Context

Why the job exists:

The Director, Capital Projects is responsible for leading the development of mental health and addiction facilities for the Ministry of Mental Health and Addiction in support of the ministry and Government of Alberta (GoA) goals and priorities for the addiction and mental health system. The Director oversees the planning, design and construction on new and existing facilities critical to mandate of the department. These facilities may be delivered via capital grants or through Alberta Infrastructure. This role is key to coordinating input from stakeholders and ensuring that facilities under development will meet the needs of ministry programming.

In addition to capital infrastructure delivery, this position provides input to and develops policies and procedures for the effective delivery of capital infrastructure. The Director develops strategies to meet the needs of a variety of capital requirements and ensure the full life-cycle cost considerations are captured with an understanding of long-term implications for both capital investment and grant projects.

The incumbent provides direction to policy research and analysis to produce sound and evidence based policy recommendations and oversees the development of decision documents required for Treasury Board, the Deputy Minister Capital Committee and Cabinet considerations. Oversight is also provided to the management of grants and contracts to support capital infrastructure development.

Capital project delivery is an integral part of the Capital Projects and Planning Branch, working with stakeholders to provide new facilities and upgrade supported capital infrastructure. Capital project representatives interact with stakeholders to support delivery of individual projects, as well as liaising with the program areas to ensure that capital project delivery is in line with the Ministry's mandate and facility issues are addressed consistently. The system is multi-faced covering a breadth of topics - adults with complex needs, youth, operating grants and contracts, Indigenous health, addiction and mental illness, legislation and regulations and connects with several portfolios.

Capital Project representatives also liaise with Alberta Infrastructure representatives to ensure that approved capital projects are managed and implemented in accordance with government policy and appropriate standards and guidelines are followed. The branch ensures that existing facilities are appropriately and consistently evaluated over time and effective policy and procedures are developed and maintained.

## Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

**1. Provide strategic leadership in capital projects for the Ministry, ensuring that facilities are developed in alignment with the capital plan and applicable government policies. This role ensures alignment with government priorities and incorporates inter and intra-ministry connections into decision-making to optimize infrastructure investments.**

Activities:

Direct comprehensive review and evaluation of three-year capital plans within the context of approved plans, ensuring compliance by recipients of capital grant funding with government and ministry policies, standards, and procedures. Work is coordinated work closely with ministry officials, Recovery Alberta, Infrastructure and other key stakeholders.

Collaborate with other ministries to incorporate shared priorities and connections into capital project decisions.

**2. Project administration services for approved capital projects, including capital grants, are provided in collaboration with representatives from various Ministries or community partners, as applicable, to ensure alignment with relevant policies, procedures, standards and guidelines.**

Activities:

Directs monitoring of project development and implementation activities to ensure compliance with approved scope and budgets for projects and relevant policies, procedures, standards and guidelines.

Ensures status and financial reports for all projects are reviewed and variances reported.

Provides leadership and direction to staff responsible for providing designated project management services to the approved projects.

**3. Communication, consultation and liaison activities associated with the stakeholders and elected officials.**

Activities:

Ensures correspondence and information requests are completed in an appropriate manner within specified timelines and reflect relevant capital project policies, frameworks, and guidelines.

Meets with branch management team, representatives from Recovery Alberta, officials from community partners, and representatives of other Ministries as required to exchange information, resolve issues, and maintain effective working relationships.

Directs provision of guidance and technical advice to senior government and Ministry officials, stakeholders and the public regarding project delivery and processes, reporting and monitoring requirements, and policy issues.

Supports and ensures provision of communication and interpretation services for policies, regulations, initiatives, processes, expectation and issues relating to the mental health and addiction grants capital projects within the province.

Work with the Business Intelligence and System Planning Unit to support evaluation and performance measurement activities of capital projects and translate results to support enhancements and improvements.

#### **4. Branch leadership, capital project operations are managed, coordinated, evaluated and enhanced.**

##### Activities:

Provides leadership and direction to staff members, managing staff to ensure services and expertise are provided to support capital project delivery (including funding) decisions of the Minister and senior government and Ministry officials and project administration services are delivered in a manner consistent with the relevant Ministry policies.

Leads and supports staff members working in cross-functional teams with representatives of other ministries, clients and stakeholders, including involving staff in business planning processes and communicating relevant government and Ministry goals, priorities, and processes.

Plans and manages efficient and effective use of staff and financial resources to ensure achievement of branch, division, and Ministry goals.

Manages branch activities, including defining, prioritizing and allocating responsibilities; developing processes and procedures to support operations; resolving issues; making decisions; and clarifying roles; ensures information systems, file management systems and financial management systems are maintained.

Promotes and clarifies the branch mandate and role to clients and stakeholders.

Serves as acting Executive Director as needed.

#### **5. The Executive Director and other senior Ministry representatives are supported in achieving the mandate, goals and operations of the branch and strategic relationship with internal and external stakeholders are developed and sustained to enable and advance unit operations.**

##### Activities:

Provides advice and recommendations relating to issues opportunities and challenges associated with the assigned projects.

Participates actively in the branch management team.

Facilitates the development and maintenance of effective working relationships with clients and stakeholders to facilitate successful capital policy and program projects and related continuous improvement.

Represents the branch, division and Ministry on cross-ministry and client / stakeholder working groups and committees with diverse mandates and responsibilities.

Provides leadership and technical expertise relating to program issues for cross-ministry initiatives.

Ensures perspectives and requirements of clients and stakeholders are represented during strategic and tactical decision-making processes.

Participates in policy, planning and priority-setting processes within the branch and division.

Maintain awareness of emerging issues and future opportunities that could impact policy and programs.

Foster a culture of holistic and strategic thinking about unit functions and how they impact current and future ministry priorities and operations.

Foster a psychologically safe, diverse, and inclusive work environment aligned with the Government of Alberta's Vision and Values and diversity and inclusion policies and actions.

## Problem Solving

Typical problems solved:

The Director, Capital Projects is relied on to ensure that operations are managed in a manner that supports achievement of the branch, division, and Ministry mandate and goals. In addition to highly developed professional judgment, considerable analytical reasoning and evaluation abilities are required to allocate resources and workload, determine and communicate priorities, assess results, and develop solutions relating to complex mental health and addiction system in Alberta. Addiction and mental health strategies also impact other social domains such as housing, education, economic development, and other elements of the broader healthcare system.

The Director must be able to look holistically at issues and solutions, including identifying a common path forward and influencing others in the Ministry (including Recovery Alberta), community stakeholders, service providers, as well as other ministries. This position oversees the provision of guidance and technical support to stakeholder representatives, other Ministries and key clients. This is a key challenge that requires a high degree of coordination internally within the Ministry and externally with senior representatives and officials of other departments and municipal governments to meet the requirements of capital policies and programs.

The Director, Capital Projects must understand complex relationships and facilitate decision-making processes involving senior representatives and officials of client and stakeholder organizations, the government and Ministry. This position is relied on to recognize the occasionally conflicting perspectives, requirements and priorities of clients, stakeholders, and government and Ministry representatives during the review of mental health and addiction facilities capital plan submission. In addition, the Director, Capital Projects faces the challenge of negotiating issues and proposing solutions for conflicts that cannot be resolved by staff members involved in project management activities for individual projects.

Many of the challenges managed by the Director are complex, novel, and can have significant impact on the overall development and operation of the addiction and mental health system. The spectrum of issues is diverse and can be unique; the incumbent applies a sound understanding of the system priorities, stakeholder perspective and broad implication of the Government of Alberta when providing recommendations and responses.

The Director, Capital Projects functions within the context of policies, statuses, directives, and guidelines developed by Alberta Finance and Enterprise, Treasury Board, and Cabinet. Key pieces of legislation and policy that set parameters and expectations for the work of this position include the Financial Administration Act, Government Organization Act, Public Service Act, Government Accountability Act, Freedom of Information and Protection of Privacy Act, as well as policies, guidelines, and/or procedures established by Cabinet, the Minister, and Deputy Minister.

Furthermore, this role is regularly assigned to special projects and task forces relating to the capital program and is required to lead, direct, and advise selected committees and teams of internal and external specialists to complete assigned projects.

Types of guidance available for problem solving:

The addiction and mental health system in Alberta is complex due to multiple topics, skilled individuals to achieve success, and supports to individuals and organizations in accepting and managing change.

Sound problem solving, analytical and planning skills to address complex problems.

Strong organization of skills to function effectively and credible in an ambiguous environment characterized by often widely divergent and conflicting agendas and priorities and to manage multiple priorities.

Ability to prioritize multiple tasks with the ability to work effectively with short timelines and minimal supervision and direction. Excellent coordination, time management and delegation skills to concurrently manage and resolve multiple issues within required timelines.

Strong project planning and management skills and experience.

Direct or indirect impacts of decisions:

This role is pivotal in shaping ministry infrastructure, influencing strategic decisions, and fostering collaboration across government and community sectors. Decisions made in this role have far-reaching effects on service delivery, resource allocation, and the broader social and healthcare landscape in Alberta.

**Direct Impacts**

- Provides strategic leadership for capital infrastructure, ensuring alignment with ministry and Government of Alberta priorities.
- Oversees policy development, project administration, and compliance with government standards.
- Manages capital submissions, financial reporting, and leads staff to deliver grant project management excellence.
- Engages senior stakeholders, offering expert advice and facilitating effective communication across government and community partners.

**Indirect Impacts**

- Influences broader systems like healthcare, housing, and education through capital infrastructure decisions.
- Fosters cross-ministry collaboration and continuous improvement, building strategic relationships with key internal and external stakeholders.
- Ensures accountability and compliance with legislation and government policies.

**Key Relationships**

Major stakeholders and purpose of interactions:

**Internal**

Capital Project team members - Regular and ongoing

Provide expertise and guidance; enhance understanding of business and operational plans and strategic initiatives; support development of skills and capacity.

Senior division and Ministry of Mental Health and Addiction representatives - Regular and ongoing

Collaborate on issues and initiatives; provide consultation, advice, and recommendations; exchange information and resolve complex issues.

Executive Team, Minister - As required

Provide advice and recommendations to address complex issues; discuss and develop and implement shared agendas regarding addiction and mental health policies and programs, legislation, regulation, standards, resolved issues or emergent funding requests.

**External**

Senior representatives and officials of other departments; MLAs - Regular and ongoing

Resolve complex issues; exchange information and recommendations regarding capital program funding decisions; implement shared business plan strategies, respond to inquiries regarding programs, projects and issues; represent Ministry positions and interests; encourage innovation and cooperation; develop collaborative working relationships.

Senior stakeholder representatives (e.g. Recovery Alberta, municipalities, First Nation, and Métis Communities) - Regular and ongoing.

Exchange information and recommendations regarding capital program funding and delivery decisions; implement shared business plan strategies, negotiate complex and sensitive issues; formulate positions regarding capital projects or emergent project requests; explain rationale or subsequent procedures regarding status of approved and non-approved projects; develop collaborative working relationships.

Consultants and other jurisdictions - As required

Negotiate with consultants retained to prepare products or services such as reports; ensure recommendations are based on factually accurate, well-researched and well-written analysis. Share best practice and information; participate on committees and teams.

Public - As required.

**Required Education, Experience and Technical Competencies**

Education Level

Bachelor's Degree (4 year)

Focus/Major

2nd Major/Minor if applicable

Designation

If other, specify:

PMP certification would be an asset

Job-specific experience, technical competencies, certification and/or training:

The Director, Capital Projects requires comprehensive knowledge of:

- government goals and strategies and cross-ministry priorities associated with mental health and addiction

- facilities capital program, including associated strategic issues;
- knowledge of relevant legislation and Ministry priorities in relation to addiction and mental health ( e.g., Mental Health Act, Mental Health Service Protection Act, Protection of Children Using Drugs Act);
  - Ministry business plan goals, strategic priorities, issues, programs, resources and capital planning priorities;
  - knowledge of the inter-connections between the addiction and mental health system with other aspects of the healthcare system and broader social and economic issues (housing poverty);
  - all major functions related to the interpretation and application of capital funding policies, procedures, standards and guidelines to provide assistance to submissions to the Minister for approval;
  - project planning and management processes and techniques for major construction projects, along with associated requirements and standards of Alberta Infrastructure;
  - theories and principles of specialized professional disciplines such as architecture and structural, mechanical and electrical engineering, together with an understanding of cost planning and control;
  - design, construction and facility evaluation theories, principles and terminology, along with provincial and federal building standards and codes, construction industry and trades definitions, building systems and components, and job-site safety regulations;
  - the client stakeholder community affected by capital programs;
  - the political environment within which the Ministry operates and government decision-making processes;
  - legislation, regulations, ministerial orders, policies and guidelines applicable to capital program and projects to ensure accountability for expenditure of government funds and address Treasury Board / Office of the Auditor General requirements (i.e. Program Charter with Alberta Infrastructure; Provincial Capital Plan);
  - relevant policies, procedures and practices; and
  - information systems and business productivity software used in the development, management, evaluation and monitoring of capital plan submissions and approvals.

### Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
<b>Systems Thinking</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Integrates broader context into planning:</b> <ul style="list-style-type: none"> <li>• Plans for how current situation is affected by broader trends</li> <li>• Integrates issues, political environment and risks when considering possible actions</li> <li>• Supports organization vision and goals through strategy</li> <li>• Addresses behaviours that challenge progress</li> </ul>	The Director, Capital Projects must understand complex relationships and facilitate decision-making processes involving senior representatives and officials of client and stakeholder organizations, the government and Ministry. The Director, must work collaboratively with others to identify and address interdependent activities that require collaboration and take a holistic view of challenges and opportunities and considers plans on how current policies might affect the short, medium, and longterm outcomes.

Drive for Results	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> <li>• Forecasts and proactively addresses project challenges</li> <li>• Removes barriers to collaboration and achievement of outcomes</li> <li>• Upholds principles and confronts problems directly</li> <li>• Considers complex factors and aligns solutions with broader organization mission</li> </ul>	<p>The Director, Capital Projects is delegated extensive authority to determine approaches to responsibilities and provide leadership to operations in the province. This includes developing key linkages and partnerships with clients, partners, and stakeholders; identifying emerging issues, trends, and opportunities; and developing approaches that facilitate coordinated and integrated outcomes where minimal precedents may exist.</p>
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Involves a wide group of stakeholders when working on outcomes:</p> <ul style="list-style-type: none"> <li>• Involves stakeholders and shares resources</li> <li>• Positively resolves conflict through coaching and facilitated discussion</li> <li>• Uses enthusiasm to motivate and guide others</li> <li>• Acknowledges and works with diverse perspectives for achieving outcomes</li> </ul>	<p>This position is relied on to recognize the occasionally conflicting perspectives, requirements and priorities of clients, stakeholders and government and Ministry representatives. It involves key stakeholders in the diagnosis of problems and in developing solutions and acknowledges diverse perspectives to help people work together and focused on outcomes.</p>
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Works in open teams to share ideas and process issues:</p> <ul style="list-style-type: none"> <li>• Uses wide range of techniques to break down problems</li> <li>• Allows others to think creatively and voice ideas</li> <li>• Brings the right people together to solve issues</li> <li>• Identifies new solutions for the organization</li> </ul>	<p>The Director, Capital Projects is relied on to ensure that operations are managed in a manner that supports achievement of the branch, division, and Ministry mandate and goals. In addition to highly developed professional judgment, considerable analytical reasoning and evaluation abilities are required to allocate resources and workload, determine and communicate priorities, assess results, and develop solutions.</p>

### Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)