

### Update

Ministry

Mental Health and Addiction

#### Describe: Basic Job Details

##### Position

Position ID

50087344

Position Name (30 characters)

Capital Planning Analyst

Current Class

Program Services 4

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

CA35

Cost Centre

624108

Program Code: (enter if required)

##### Employee

Employee Name (or Vacant)

Vacant

##### Organizational Structure

Division, Branch/Unit

Financial Services, Fin Services and Cop Planning

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Manager, Capital Planning

Supervisor's Current Class

Unclassified

#### Design: Identify Job Duties and Value

##### Changes Since Last Reviewed

Date yyyy-mm-dd

2025-01-21

Responsibilities Added:

Responsibilities Removed:

##### Job Purpose and Organizational Context

Why the job exists:

The Analyst will be responsible for coordinating and facilitating the information and resources necessary to implement projects. This includes maintaining budgets, monitoring schedules, participating in stakeholder meetings, documenting and following up on action items and requests, and ensuring that deadlines are met.

This role involves conducting research, analysis, and modeling to develop recommendations and advice that shape decision-making related to capital planning. The Analyst will also be responsible for developing decision documents required for Treasury Board, the Deputy Minister Capital Committee, and Cabinet consideration. Data and information will be collected and consolidated within and across projects to develop and present updates and reports that support project monitoring for the ministry, other ministries, and Government leaders.

The position includes reviewing and providing input on issues related to the mental health and addiction infrastructure capital program and emerging issues. The Analyst will provide recommendations to senior department representatives that lead to priority projects proceeding with well-defined scopes of work and budgets.

Stakeholder engagement is a crucial aspect of this role, including coordinating input from health authorities and program operators during the construction process. Additionally, the Analyst will administer contracts to support capital infrastructure planning and project development.

## Responsibilities

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

Prime duties involve:

### 1. Contract and Grant Management and Analysis

- Provide strategic input into development and implementation of contracts
- Monitor, analyze and assess project deliverables, costs, and performance metrics to ensure alignment with capital project objectives
- Conduct reviews on contract data, identify issues and collaborate with project team to resolve discrepancies or mitigate risks

### 2. Project Planning Analysis

- Coordinate services related to feasibility studies, engineering, and planning studies, ensuring project objectives are met and services remain within scope, schedule, and budget.
- Provide ongoing support throughout the planning phases, ensuring alignment with overall infrastructure planning goals.
- Support initiatives related to risk management, budget preparation, and forecasting, ensuring that capital projects are well-funded and that financial risks are managed effectively.
- Ensure quality control of planning documents to provide clarity, consistency and alignment with capital planning objectives and goals

### 3. Stakeholder Engagement and Communications

- Serve as a liaison between internal departments, external stakeholders, and senior management, ensuring that communication is timely, accurate, and aligned with organizational priorities.
- Develop and implement stakeholder strategies to ensure effective communication and approval processes for capital planning projects

### 4. Strategic Planning, Program Support and Process Development

- Develop and implement tools and systems to improve team efficiency and streamline capital planning processes
- Support initiatives related to risk management, budget preparation, financial forecasting to manage projects effectively
- Support responses to action requests, inquiries and briefing materials to senior leadership and external stakeholders ensuring communication is sensitive, accurate and consistent with organizational standards
- Monitor emerging trends and analyze their potential impact on capital project

## Problem Solving

Typical problems solved:

- Capital projects in the Mental Health and Addition and related fields have the tendency to be unique and

complex, requiring attention to detail and accurate information. The method of project management and oversight for each individual project may greatly differ from one project to the next depending on scope, schedule and costs. The analyst will require strategic thinking and problem solving to manage the variations between projects and ensure they are solving problems unique to the project.

The analyst will advise the Manager and senior leadership on any innovative and novel solutions that would enhance and improve the capital planning team's functions.

Budget, scope and schedule can fluctuate within a project lifecycle. The Analyst will develop methods of analysis and monitor progress to ensure the project's success to maintain the objectives and goals of the project.

#### Types of guidance available for problem solving:

Guidance is available from the Manager and Director, as well as existing GoA legislation, policy, and requirements for the programs (e.g., capital budgets, project plans, communications, process approvals, grant processes, capital planning, and management processes). Indigenous perspectives, history, and culture should be considered in decision-making. Objectives are established in consultation with the Manager, with extensive independence delegated to this position in terms of assigned responsibilities and deliverables. Matters outside the scope of the Branch mandate are discussed with the Manager, as are decisions involving major deviations from scope/budgets and major changes to and/or deviations from policies, processes, and standards.

Creativity is applied to determine the best approach to situations, which can be complex, sensitive, and influenced by political factors. This position works towards solutions that are amenable to the ministry, align with government directions and priorities, and comply with the overarching Government capital planning priorities and framework. The work involves handling confidential and highly sensitive information on proposed capital projects and overall capital plan information.

#### Direct or indirect impacts of decisions:

The work of this position has a direct impact on Alberta's ability to build and implement robust capital plans to develop and maintain infrastructure that supports from mental health and addiction services and supports in Alberta (e.g., Recovery Communities). Stakeholder engagement, process coordination, and development of recommendations shape the specifics of the capital plan, design of facilities, and the construction and implementation of critical programs. Once approved, the monitoring within and across projects, and provision of reports and responses adds to the fiscal accountability and integrity of capital infrastructure projects. The Analyst works for ensure documents and related information are valid and robust. This position's contributions to the strategic development and implementation of the ministry Capital Plan result in the approval and development of health and addiction facilities that meet Albertans needs

## Key Relationships

#### Major stakeholders and purpose of interactions:

##### Internal

- Manager - provide recommendations and updates; plan and prioritize actions; raise awareness to emerging issues; develop briefing notes for submission to ADM, DM, and Minister
- Other department units - provide advice on capital planning topics; collaborate on common initiatives; integrate data; resolve issues regarding accuracy, timelines, data etc.; share information.
- Other departments (e.g., Infrastructure, Treasury Board and Finance) - liaise and coordinate capital planning processes; share information; represent department perspectives and decisions; collaborate to resolve issues; provide technical advice and respond to inquiries.

##### External

- AHS officials, RA officials, clinicians and other stakeholders and service providers that will operate the facilities - provide department leadership and coordination for information and recommendations regarding capital projects and capital planning; monitor and capital project grants; respond to queries; consolidate information for reporting purposes; lead and/or participate on committees and working groups.
- Professional consultants, planners, architects, engineers, and accountants involved in the healthcare industry - engage on planning processes; administer related contracts for professional services as needed.

- Healthcare industry and academic organizations - maintain awareness of leading practices.
- Grant recipients which can be non-for-profit organizations, healthcare institutions, Indigenous nations,

### Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Diploma (2 year)	Engineering	Other	Other

If other, specify:

C.E.T. or R.P.P

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

#### Experience

- 4 years' progressively responsible related experience (e.g., capital planning, space planning, accommodation planning, interior design, and/or construction project management); or equivalent blend of education and experience.
- Experience in strategic capital planning, construction, and/or experience with healthcare facilities would be considered an asset.
- Knowledge of relevant legislation and ministry priorities in relation to addiction and mental health (e.g., *Mental Health Act, Mental Health Services Protection Act, Protection of Children Using Drugs Act*) would be considered an asset.

#### Technical Competencies, certification and/or training

- Knowledge and understanding of relevant legislation such as the *Fiscal Responsibility Act, the Financial Administration Act, the Government Organization Act*, and legislative and government decision-making processes.
- Knowledge of capital planning business processes and related disciplines (e.g., architectural/engineering, clinical service needs) to analyze the information provided and to provide advice and recommendations to achieve excellence in the development of mental health and addiction infrastructure.
- Knowledge of project planning and management processes and techniques (including project scoping, risk analysis and life cycle costing).
- Knowledge of Alberta Government and Infrastructure policies, regulations, processes, and standards relating to health facilities infrastructure maintenance and capital programs
- Understanding of unique programs and user requirements/needs for mental health and addiction facilities.
- Advanced conceptual, analytical and research skills.
- Consultation, interpersonal, and negotiation skills to deal effectively with complex and sensitive issues involving diverse stakeholders with potentially conflicting perspectives and requirements.
- Problem solving, conflict resolution and decision-making skills.
- Sound relationship building and influence skills to demonstrate value of advice, guidance, and recommendations.
- Ability to comprehend multiple elements of needs assessments and/or capital submissions and judgment to know when additional subject matter expertise (SME) from internal/external stakeholders may be required.
- Excellent verbal and written communication skills.
- Software and systems tools used to carry out responsibilities (i.e. Microsoft Office / Outlook, Word, Excel).
- Time management and organizational skills.
- Ability to think independently and creatively in identifying and synthesizing relevant information/data from varied sources, while also contributing and participating effectively as a member of a team.

### 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		
Systems Thinking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Considers inter-relationships and emerging trends to attain goals: • Seeks insight on implications of different options	Considers how changes might impact colleagues, clients and stakeholders, and actively seeks their input and/or involvement regarding those changes. Communicates regularly

