

New

Ministry

Assisted Living and Social Services**Describe: Basic Job Details****Position**

Position ID

Position Name (200 character maximum)

Senior Capital Planner

Requested Class

Program Services 4

Job Focus

Operations/Program

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant**Organizational Structure**

Division, Branch/Unit

Housing, Continuing Care Capital/Planning and Data Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Director, CC Capital Planning

Supervisor's Current Class

Senior Manager (Zone 2)**Design: Identify Job Duties and Value****Job Purpose and Organizational Context**

Why the job exists:

The Continuing Care Capital Planning and Data Strategy unit is responsible for the planning and prioritization of new and modernized continuing care infrastructure, as well as oversight of government owned continuing care home capital assets. This work is guided by the province's continuing care transformation strategy and supports targeted capital grant funding streams under the Continuing Care Capital Program (CCCP).

Reporting to the Director, the Senior Capital Planner leads strategic planning and prioritization of infrastructure investments by aligning demographic trends, service needs, and policy objectives with long-term capital development goals. This position supports development, maintenance and implementation of the ministry's long-term capital strategy for seniors housing and continuing care infrastructure and plays a critical role in the province's expansion of continuing care capacity to meet growing demands.

The Senior Capital Planner supports development of the annual capital budget submission for the ministry, ensuring alignment within the division, with other ministries and broader government priorities. This position is responsible for forecasting future infrastructure needs based on demographic trends, service demands and regulatory

requirements and will work with other ministries and the provincial health agency to ensure capital plans are practical to operationalize and fiscally responsible.

This position requires the development and maintenance of a strong network of collaborative relationships with division and ministry representatives and internal and external stakeholders. As a subject matter expert in capital planning, financial analysis and infrastructure strategy, this position presents recommendations and develops innovative solutions for consideration of senior decision-makers. The Senior Capital Planner operates with a high degree of independence and represents the ministry on committees and interdepartmental teams to advance policy or program proposals that shape provincial continuing care capacity and delivery.

Responsibilities

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

1) Lead provincial capital strategy and investment planning for continuing care to increase capacity while ensuring alignment with government priorities and responsible use of public funds:

- Lead the planning and development of capital investment programs that support modernized infrastructure and improved service delivery (e.g., reduced wait times, value for money, culturally appropriate care).
- Develop multi-year capital roadmaps and prioritization sequences aligned to the 10-year capital strategy; balancing lifecycle renewal with new builds and modernization to maintain and expand capacity.
- Coordinate annual capital plan/budget submission for the division, ensuring alignment across divisions, with other ministries, and broader government priorities, ensuring adherence to capital funding and fiscal policies and principles.
- Build fiscal scenarios, cash flow forecasts, and sensitivity analyses to support Treasury Board and ministerial decision-making.
- Monitor strategic risks (cost inflation, market capacity, regulatory changes) and propose policy/process adjustments to maintain trajectory within fiscal parameters.
- Provide regular updates to senior officials (briefings, dashboards) highlighting risks and strategic recommendations.

2) Conduct evidence-based analytics, environmental scanning and research services to inform grant streams and underpin capital planning decisions:

- Lead data analysis and environmental scanning (costs, market capacity, delivery models, federal/provincial agreements, industry trends) and translate findings into actionable frameworks and guidance.
- Maintain and update the continuing care demand model by applying demographic and service trends and regulatory requirements to prioritize projects and regions.
- Provide specialist advice and recommendations to CCCP on grant funding streams and for modernization or replacement of government infrastructure.
- Analyze capital plans, master plans, service plans, needs assessments, business cases, functional programs, and programming studies to inform the unit's capital plan and provide recommendations.

3) Align continuing care capital planning with housing capital programs to support a seamless continuum of care:

- Integrate continuing care capital plans with seniors housing strategies and other housing initiatives to support seamless transitions and right-sizing of capacity.
- Identify interface points (e.g., supportive living, dementia care, community-based solutions) and propose capital/program solutions that optimize outcomes and public value.
- Lead and participate in interdepartmental and external committees/work teams, representing the ministry and advancing integrated planning solutions (e.g., integrated health and social infrastructure).

4) Engage with stakeholders and provide support to CCCP to operationalize capital plans:

- Liaise with the provincial health agency to align capital strategies with operational planning and budgets (commissioning, decanting, transitions).
- Engage municipalities, providers, industry associations, and counterpart ministries to build consensus on priorities and develop coordinated strategic direction under tight timelines.
- Provide support or subject matter expertise as needed to CCCP (e.g., intake design, evaluation, funding decisions), ensuring alignment with capital planning and long-term strategy.
- Prepare briefings and timely and accurate responses to ministerial correspondence, information requests and public inquiries on a wide range of capital planning issues.

5) Provide team leadership and supervision of specialists/analysts to deliver complex capital planning outcomes:

- Exercise full supervisory responsibilities (work planning, assignment, coaching, performance management, recruitment) for a permanent or temporary specialists/analysts, as required.
- Set Terms of Reference for projects, define milestones and deliverables, and ensure high-quality analysis and documentation standards.
- Foster a learning environment and champion process improvements and the adoption of leading practices.

Problem Solving

Typical problems solved:

The Senior Capital Planner operates with a high degree of independence and requires a high level of creativity, originality, and innovation to conduct independent research, define issues, identify risks, and develop appropriate solutions within a broad framework. Problems are often unique, complex, politically sensitive, and have wide-reaching implications.

This position balances competing priorities and stakeholder interests and develops recommendations where the outcome is not always known. It requires collaboration across departments and with external partners and supports resolution of conflict related to capital planning priorities, project approvals and resource allocation.

Sound judgment is required to balance infrastructure needs, funding constraints and evolving service delivery models when considering capital planning frameworks and investment decisions. The Senior Capital Planner exercises significant independence to lead complex analysis, stakeholder engagement, and program/policy proposals, escalating politically sensitive matters with well-supported recommendations.

Types of guidance available for problem solving:

Works within established legislation, directives, policies, strategies and standards (Treasury Board/Finance, procurement/contract management, information and privacy acts, safety codes/building standards). The Director provides strategic goals, risk appetite, and priorities and guidance is available from other team members and within division. The Senior Capital Planner collaborates with staff throughout the ministry, with other ministries and the provincial health agency to understand needs, gather information and input, and develop recommendations for the consideration of decision makers.

Direct or indirect impacts of decisions:

Decisions directly influence provincial capital priorities, funding allocations, and long-term capacity trajectories across the continuing care system, indirectly affecting residents, providers, municipalities, and partners. Recommendations have a high degree of impact on ministry plans, policies and programs.

Key Relationships

Major stakeholders and purpose of interactions:

Internal:

- Director, Continuing Care Capital Planning and Data Strategy: receive direction, provide information, advice, updates and recommendations on capital plan, outcomes and risks.
- Divisional leadership team and other divisions: consultation, collaboration and/or information/advice related to capital planning and strategic direction to ensure broader alignment with ministry initiatives.
- Other ministries: coordinate to ensure capital planning, project planning and delivery, reporting, and approvals are consistent with government processes, funding frameworks and fiscal strategies.

External:

- Provincial health agency: collaboration, information sharing and alignment on continuing care home capacity tracking, operational planning and commissioning.
- Stakeholders (municipalities, continuing care home providers, for-profit and not-for-profit organizations, industry associations, federal/provincial counterparts): consult, share information, respond to inquiries and represent the ministry on committees or working groups to advance modernization and expansion of continuing care homes.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Public Administration	Other	

If other, specify:

Business/public administration, planning, architecture, economics or related; 4 years experience

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

Experience

- Extensive experience in capital planning, budgeting, resource allocation, capital investment planning and financial acumen.
- Experience with legislative/statutory requirements relevant to capital planning and program governance, project management, procurement and contract management in a public sector or infrastructure context.
- Strong grasp of market research and research methods, asset management principles (condition, risk, lifecycle), and the interrelationships among province, municipalities, for-profit and not-for-profit organizations, and industry associations.

Skills and Competencies

- Advanced written and verbal communication skills for briefings and presentations to effectively convey complex information to senior officials, team members and stakeholders.
- Strong demonstrated collaboration and relationship-building skills.
- Advanced strategic thinking and problem-solving skills to address complex planning and investment challenges.
- Strong organizational and project management skills.
- Knowledge of Alberta's continuing care acts, regulations, policies, design and service standards, building codes, and capital planning frameworks.

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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	Integrates broader trends, political context, and risks to align capital plans with the continuing care transformation strategy.
Develop Networks	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	Creates impactful relationships across ministries, partners, providers, municipalities, and industry to ensure diverse needs are understood and represented.

Agility	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Proactively incorporates change into processes:</p> <ul style="list-style-type: none"> • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices 	<p>Anticipates and adapts to changing priorities; integrates change into plans and practices while maintaining objective under pressure.</p>
Drive for Results	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	<p>Forecasts and removes barriers; upholds principles; delivers outcomes on complex, time-bound portfolios.</p>
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	<p>Facilitates open communication, addresses conflict early, credits contributions and sustains collaboration across functional areas.</p>

Benchmarks

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