

Update

Ministry

Forestry and Parks

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Capital Program Issues Advisor

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:

Based on Parks Division organizational realignment, the Capital Infrastructure Development and Implementation (CIDI) unit is now a branch. This position now reports to Acting Executive Director CIDI. The position's responsibilities are fundamentally the same, but now more focused on CIDI's program accountable for the Crown Land Capital Infrastructure Development, such as capital planning, capital delivery, capital investment, capital systems, etc. that advance the outdoor recreation infrastructure development.

The position is renamed to reflect that new branch focus on capital and associated capital projects.

Support Capital Priorities and Projects

Much of the capital projects are focused on achieving mandates, are considered high-priority, public facing, and require intentional and pro-active communication developed by the CIDI units and the branch

for Minister/Deputy Minister/Assistant Deputy Minister briefings. The position will be required to:

- develop notification and communication packages,
- develop and assist with capital project and strategic specific slide decks and briefing notes,
- assist in stakeholder engagements conducted by the units,
- lead the overall coordination of various files, briefings, etc that are tied to 160 projects in queue each fiscal year,
- lead the overall coordination of approval documents from the units, within the ED Office and up to ADM-DM-M offices.

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

The Capital Program Issues Advisor assists the Parks Executive Director (ED), currently Acting ED, of Capital Infrastructure Development and Implementation (CIDI) with various responsibilities related to management of the Executive Directors Office (EDO), and the three sections within the branch - Capital Systems & Coordination (CSC), Infrastructure Planning & Coordination (IPC) and Project Management & Delivery (PMD) - to ensure branch/divisional activities are being carried out in a timely, coordinated and effective manner. The position also supports overall divisional issues management by providing support through the work of special projects for the Assistant Deputy Minister and divisional Executive Directors. These projects work to advance the agenda and priorities of the Division.

This position requires an understanding of Crown land and capital project issues and the relationship of these issues to divisional, departmental and operational delivery. A strong understanding of capital project programs, communications, policy, human resource and departmental organization is required, as well as the linkages of these items to all aspects of program delivery. The day to day activities of this position are fluid to be able to react to and prioritize the most current and pressing issues and priorities. This position works closely with the CIDI ED, other Executive Directors, Assistant Deputy Minister's office and branch units.

Responsibilities

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

1. Manage issues and initiatives to ensure timely progress:

- Track major division initiatives to ensure timely and coordinated progress
- Track current and long term issues to ensure they are dealt with in a timely manner
- Track and develop materials in support of Executive Director priorities and top issues
- Provide advice to the Parks Division Leadership Team on issues resolution, proactive issues management, and communications strategies as required, and follow up with agreed upon actions
- Communication of results and outcomes
- Initiate action items relevant to branches as required by the Minister's Office, Deputy Minister, or Assistant Deputy Minister
- Follow up on action items identified by the Executive Director to managers/directors
- Follow up on issues designated to various units - CSC, IPC, PMD
- Direct and assign work to others to ensure effective and timely responses to information requests from the Minister, Deputy Minister, ADM and/or Executive Directors
- Provide guidance to branch members on assigned action requests and follow-up with the Assistant Deputy Minister's Office on behalf of the branch for clarity and to confirm intent of requests
- Research and coordinate divisional responses to information requests from the Minister, Deputy Minister, Assistant Deputy Minister, Executive Directors, Communications, and other divisions
- Work with Communications on preparation of information releases, etc and advise on specific division issues
- Coordinate branch information requests, including FOIP.

2. Review and/or develop various documents (action requests, divisional meeting agendas and minutes, media releases, key messages, summary documents, etc) resulting in appropriate communication, understanding of issues, and recommended actions:

- support staff, directors and managers in determining immediate course of action for all incoming requests, when appropriate consult with Executive Director and/or Assistant Deputy Minister's Office
- review incoming reports to the Executive Director's office and direct/redirect for action, as required
- review, analyze, revise and coordinate all branch action requests
- provide final review and packaging of documents for accuracy, tone, formatting, etc. prior to ED review and approval
- work with directors and managers to review division issues and plan strategies to respond to them
- manage information management system for coordination and tracking

3. Lead/participate/assist with divisional activities resulting in activity completion and initiative progress

- provide divisional leadership, integration and oversight to issues management through the development of situation reports, action request metrics reporting, weekly Ministerial reporting, planning and coordination, identification and development of tools to pro-actively manage information needs of the department, the Minister, and other special projects, as required
- Research and report on background information regarding specific issues for the Executive Director
- Provide leadership guidance and support to Branch staff
- Manage content and systems for Executive Director Office trackers, department planners/trackers for currency and accuracy of information

4. Communicate and liaise both within the department and externally to ensure important information and understanding are retained:

- provide issues coordination support to other areas of the department as required
- coordinate information requests from various staff members, other government departments, agencies and stakeholders, as required
- Identify emerging issues and/or concerns for the Executive Director and Assistant Deputy Minister
- Attend meetings on behalf of the Executive Director as required
- Complete stakeholder follow-up as required

5. Support the Executive Director in organizing, coordinating, and communicating the divisional business plan items, operational plans, and quarterly reporting plans with the regions and the Assistant Deputy Minister's office and other divisions or departments, as required:

- manage content and updates of the divisional business plan items and coordinate division business planning sessions,
- assist Executive Director with budget planning and tracking,
- document and communicate relevant information, as required

6. Support Capital Priorities and Projects

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Problem Solving

Typical problems solved:

Coordinate, research and report out on variety of deliverables and timelines within the Executive Director's office with a high degree of complexity and variability, often times with a degree of ambiguity

around outcomes;
 Support branch and divisional operational planning and reporting; Coordinate and report within/out on key performance indicators measures, data and analytics identified for the branch.

Types of guidance available for problem solving:

Day to day duties are guided the Executive Director and Unit Managers; additionally, this position is one of three within the division and can utilize this network to test solutions and approaches; as role experience increases, autonomy for problem solving increases. The CIDI branch has various playbooks, process maps and guidances that assist the individual.

Direct or indirect impacts of decisions:

As part of the EDO, this position has the potential to impact or influence branch and divisional decision making, as well as capital projects in various stages of implementation.

Key Relationships

Major stakeholders and purpose of interactions:

- Executive Director: Daily
- Other Executive Director offices, Assistant Deputy Minister's Office: Weekly
- Branch leadership: Daily
- Unit and Team Staff: Daily
- Regional Operations Branch: As required
- Other divisions and departments: As required
- Communications and Public Engagement staff: As required

Required Education, Experience and Technical Competencies

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

If other, specify:

Public Administration, Economics, Engineering, Architecture

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

- Strong experience in working in a complex, fast paced capital program organization, preferable with a public owner
- Strong understanding of capital projects, capital infrastructure planning and project management
- Microsoft suite of tools, OneDrive, Teams, Planner, SharePoint Online

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"/>	Takes a long-term view towards organization's objectives and how to achieve them: <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 	Is well versed in GOA decision making processes, business plans and related policies, regulations and legislation Understand the role of the provincial parks and protected areas system, the Crown Lands approach to conservation and recreation management and achieving divisional long term priority actions

			Technical knowledge of outdoor recreation infrastructure and tourism sectors
Creative Problem Solving	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	<p>Requires superior organizational and written/verbal communication skills</p> <p>Ability to synthesize information and provide recommendations</p> <p>Ability to effectively prioritize and manage changing timelines and demands</p>
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	<p>Works to coordinate a wide range of functions and responsibilities within the branch, including project delivery, financial, administration, public communication, information system management, data and analytics, and policy/program development</p> <p>Strong skills in leadership through collaboration</p> <p>Must be able to work independently, relying on knowledge, experience and guidelines</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 	<p>Works within Parks Division, within department and with other GOA and external stakeholders to identify, coordinate, track and report on deliverables and special projects.</p> <p>Highly developed interpersonal and collaborative skills</p>

		<ul style="list-style-type: none">• Promotes collaboration and commitment	
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