

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:

Provides strategic project management oversight across the capital project lifecycle to support successful delivery of ministry priorities

Activities:

- Supports early project definition by leading or coordinating accommodation studies, business cases, feasibility assessments, and scope of work development.
- Provides CFS oversight and coordination during implementation phases by monitoring scope, schedule, budget, risks, and key milestones for INFRA-delivered projects.
- Reviews project status updates, identifies risks and issues, and works with accommodation planners, INFRA and Corporate Finance to develop mitigation strategies.
- Ensures alignment between approved business cases, funding approvals, and project delivery outcomes.
- Supports governance processes by preparing updates, briefings, and escalation materials for senior

leadership as required.

- Promotes best practices in project governance and decision controls across the ministry capital program.

Responsibilities Removed:

Provide support to the ministry Accommodation program through conducting post occupancy design reviews and analysis.

Activities:

- Develops post occupancy design review content using agreed upon metrics.
- Develops process for data collection & analysis; develops implementation and stakeholder engagement process.
- Analyzes building or space functionality; evaluates and provides recommendations to ministry stakeholders for design and space planning improvements and other action items.

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Director, Accommodations, Capital Planning and Administration, this position is responsible for leading development, implementation and ongoing management of the Children and Family Services (CFS) ministry accommodation capital plan and annual capital project submission. This includes a wide range of capital planning activities including assessment of existing ministry occupied and ministry supported agency occupied infrastructure (provincial campus based care facilities, group homes, delivery offices) as well as long-term strategic facility planning. To understand current and future programming needs, the incumbent completes analysis of options to meet those needs and facilitates a collaborative approach to determining a solution. The position is the main ministry contact for Treasury Board & Finance (TBF) and Infrastructure (INFRA) on accommodation capital planning related matters.

In addition to developing the ministry capital plan, the position develops policies and procedures for the effective planning and implementation of the ministry's capital program, including management of Unsolicited Proposals (USPs). The incumbent assists program areas, and works with INFRA on accommodation studies and business case development during the pre-planning stage of capital projects. The position will ensure that ministry capital requirements are met and utilized in the most effective and efficient manner.

The position plays a key project management role by providing strategic oversight of ministry capital projects to ensure alignment with approved scope, budget, schedule, risk tolerance and program outcomes. This includes tracking project progress, identifying risks and issues, supporting decision-making and escalating concerns as required to ensure successful delivery. Assisting the Manager of Accommodations, the position will take on work as needed to support the successful and timely completion of accommodation projects.

The incumbent collaborates with CFS Corporate Finance as a key partner in the development of the ministry capital plan, monthly forecast updates and quarterly fiscal updates. The position provides coordination, guidance, expertise and direction to CFS executives and stakeholders including providing the Deputy Minister and Minister with accurate, complete and timely information and recommendations to set Capital priorities and make decisions.

The position will complete data analysis and reporting, environmental scanning and research to ensure evidence-based decision-making relating to initiatives. Information will be used for planning, reporting and continuous improvement. The incumbent will be responsible for understanding the capital planning life cycle and developing recommendations to revise and/or streamline policies, processes. The position will also assist in understanding and interpreting the policies that are set out for capital planning.

The incumbent will work in partnership with other ministries, including INFRA and TBF. Responsibilities may include providing advice and responding to enquiries on behalf of the Minister, Deputy Minister, or other senior representatives.

Responsibilities

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

1. Leads, participates in, or advises on planning of capital projects across the ministry to inform the development of the annual capital plan submission and quarterly fiscal updates.

Activities:

- Provides capital planning process leadership and consultation; identifies and helps clients work toward key dates such as initiation of capital planning cycle and cut-off for ministry submissions.
- Coordinates receipt and review of requests for large capital and small tenant improvement projects (STIPs) submitted by internal ministry stakeholders.
- Analyzes and scores project submissions using scoring matrix criteria, liaising with stakeholders to clarify submission requirements and timelines as required.
- Develops scoring reports and project synopses pertaining to capital project proposals and provides recommendations to support decision makers in prioritizing projects.
- Prepares capital submission documentation for the ministry annual budget process; coordinates with ministry Corporate Finance in completion of the financial sections.
- Collaborates with CFS Corporate Finance as a key partner in the development of the ministry capital plan, monthly forecast updates and quarterly fiscal updates.
- Manages the annual STIP and capital equipment budget.
- Works closely with Treasury Board and Finance counterparts to provide and receive information on ministry capital submissions and government capital planning processes respectively.
- Initiates and prepares correspondence, and briefings to clarify issues and obtain desired outcomes.

2. Support and coordinate the development of the scope of work for large capital and Small Tenant Improvement Projects (STIP).

Activities:

- Leads the requests for and implementation of accommodation studies, business case development and scope of work documents during the pre-planning stage of proposed capital projects.
- Coordinates with clients and stakeholders to ensure all capital project planning documents are comprehensive and address identified program delivery needs.
- Coordinates with INFRA to procure and coordinate work of costing consultants to acquire STIP budget estimates.
- Provides leadership to clients with requests for and use of STIP funds to ensure alignment with policies, procedures, standards and guidelines.
- Provides support to ministry Accommodation Planners and INFRA with validation of project scope through the implementation stages (schematic design, pre-tender) to ensure project designs align with capital project scope definition.

3. Provides strategic project management oversight across the capital project life cycle to support successful delivery of ministry priorities

Activities:

- Supports early project definition by leading or coordinating accommodation studies, business cases, feasibility assessments, and scope of work development.
- Provides CFS oversight and coordination during implementation phases by monitoring scope, schedule, budget, risks, and key milestones for INFRA-delivered projects.
- Reviews project status updates, identifies risks and issues, and works with accommodation planners, INFRA and Corporate Finance to develop mitigation strategies.
- Ensures alignment between approved business cases, funding approvals, and project delivery outcomes.
- Supports governance processes by preparing updates, briefings, and escalation materials for senior leadership as required.
- Promotes best practices in project governance and decision controls across the ministry capital program.

4. Develop and maintain the ministry capital planning framework

Activities:

- Completes research and analysis, assesses current and future capital needs, develops strategies and process.
- Develops project scoring matrix and criteria.
- Identify policy and process gaps or challenges through analysis of trends and issues experienced through ongoing work with clients.
- Recommends improvements to strengthen consistency, transparency, and effectiveness of capital planning and project oversight.

5. Manages Unsolicited Proposals (USP) and capital grant process

Activities:

- Acts as primary contact for the INFRA USP Framework team as needed to determine suitability of proposals and appropriate funding mechanisms for submitted USPs.
- Leads the review of proposals received directly from external partner agencies and Non-Government Organizations (NGOs), and provides guidance and feedback to the NGOs.
- In instances where the ministry provides direct funding; collaborates with CFS Corporate Finance and program areas in monitoring the progress and capital expenditure of funded USP projects to ensure alignment with the capital grant agreement.
- Prepares the capital submission documentation for USPs as required.
- Develops capital grant process as required; includes establishing eligibility and prioritization criteria, determining funding model and disbursement, governance and oversight and reporting and evaluation.

6. Support the mandate and goals of the ministry's capital planning program

Activities:

- Prepare briefings, action request responses and recommendations on planning issues.
- Completing assignments and participating on internal and external committees and working groups.
- Preparing and updating documents for reporting on branch, divisional and ministry projects and initiatives.
- Supports continuous improvement, transparency, and accountability in capital investment decision-making.

Problem Solving

Typical problems solved:

Responsibilities relate to all aspects of ministry accommodation capital program development and implementation, from a thorough understanding of existing infrastructure and sound long-term capital planning to the approval of large capital and smaller high priority projects. This position has the lead role in reviewing and assessing capital project requests and proposals, establishing and implementing criteria to score project submissions and developing project synopses for consideration of the Director and senior representatives.

This position is also relied on to provide recommendations for the continual improvement of operational policies and processes relating to the review and assessment of project requests and submissions. The Planner must be knowledgeable as to criteria applicable to assessing capital projects along with operational policies and guidelines related to the capital plan submission cycle. The position provides information management and data analysis to support and promote evidence based decision making. The Planner ensures current and reliable information is available for input to the Ministry capital plan submission as well as identifying and evaluating established and emerging guidelines for objectively assessing capital projects.

Types of guidance available for problem solving:

This position is relied on to identify opportunities for enhancing service delivery improvements applicable to the Ministry capital planning cycle that will support stakeholders to understand requirements for proposals and associate assessment criteria. The incumbent provides guidance and information and liaises

with various areas of the Ministry and other stakeholders to resolve issues and coordinate operational activities relating to the development of the Ministry capital submission.

This position demonstrates initiative and professional judgement when reviewing capital requests and preparing project submissions. Initiative, creativity and interpersonal skills are required to develop recommendations to enhance operational processes and tools, resolve issues and explaining capital project assessment requirements to stakeholders. The Senior Capital Planner must also be able to develop reports substantiating scoring decisions for officials and executives, including demonstrating professional judgement when dealing with sensitive situations having potential for financial implications.

Direct or indirect impacts of decisions:

The Senior Capital Planner functions with significant independence to determine priorities and areas of focus, with work often performed under pressure of multiple demands and non-negotiable timeframes. This position consults with the Director for matters with potential for significant impact on operations, allocation of resources, or relations with other business units. Decisions outside established policies and guidelines or without clear precedent and particularly sensitive and/or contentious situations pertaining to stakeholder relations are also discussed with the supervisor.

Key Relationships

Major stakeholders and purpose of interactions:

The Senior Capital Planner has regular and ongoing internal and external contact with:

- Division and ministry representatives (Managers, Directors); provides capital planning process leadership and consultation; respond to enquiries; explain capital project scoring and requirements for capital project submissions; resolve issues; and build relationships.
- Ministry Executive and officials; develop and present reports, analyses, recommendations and briefings; resolve issues.
- External Partner Agencies and Ministry Supported Non-Government Users; respond to enquiries; provide process information; gather operational requirements.
- External Non-Government Organizations; respond to enquiries; provide feedback on submitted proposals; analyse and exchange information; build relationships.
- Infrastructure; consult and coordinate implementation of projects.
- Treasury Board and Finance; exchange information and respond to enquiries, explain capital project submissions; build relationships.
- CFS Corporate Finance; exchange information and respond to enquiries, explain capital project submissions; collaborate on project submission content; acquire Transfer for Administration information; build relationships.

Required Education, Experience and Technical Competencies

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

If other, specify:

Architecture/Construction Management/Interior Design/Planning

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

Experience:

- Extensive experience in capital planning, construction project scope development & project implementation, budgeting and financial acumen.
- Experience with legislative/statutory requirements relevant to capital planning, project management, procurement and contract management in a public sector or infrastructure context.
- Strong grasp of research methods, asset management principles (condition, risk, lifecycle), and the interrelationships among province and for-profit and not-for-profit organizations.
- Experience using Autocad is an asset.

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.
- Strong organizational and project management skills.

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 government direction.
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	Analyzes challenges from multiple angles & perspectives, leverage innovation develop creative solutions.
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 	Facilitates open communication, addresses conflict early, credits contributions and sustains collaboration across functional areas.

		<ul style="list-style-type: none"> • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	
Drive for Results	○ ○ ● ○ ○	<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 	Forecasts and removes barriers; upholds principles; delivers outcomes on complex, time-bound portfolios.
Agility	○ ○ ○ ● ○	<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 	Anticipates and adapts to changing priorities; integrates change into plans and practices while maintaining objective under pressure.

Benchmarks

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

024PS60 - Senior Planning Officer