

## Update

Ministry

Public Safety and Emergency Services

### Describe: Basic Job Details

#### Position

Position ID

Position Name

Senior Accommodation Planner.

Current Class

Program Services 4

Job Focus

Corporate Services

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

#### Organizational Structure

Division, Branch/Unit

Financial Services Branch/ Facilities & Fleet Service

Supervisor's Position ID

Supervisor's Position Name

Planning Manager

Supervisor's Current Class

Manager (Zone 2)

### Design: Identify Job Duties and Value

#### Changes Since Last Reviewed

Date yyyy-mm-dd

2025-05-16

Responsibilities Added:

1. Update the job description to Public Safety and Emergency Services (PSES) position as it is not a Justice and Solicitor General position.
2. Reformatted the "SPECIFIC ACCOUNTABILITIES" section so the content is presented as an outcome with activities relating to each outcome listed under each outcome.
3. Developed the behavioral competencies section as the incumbents current job description was not on the current template.

Responsibilities Removed:

1. No responsibilities were removed. Any changes made, were to move content over to the new template.

## Job Purpose and Organizational Context

Why the job exists:

Reporting to the Public Safety and Emergency Services (PSES) Facilities Planning Manager, the Sr. Accommodation Planner is responsible for coordinating, planning, and overseeing the accommodation needs of PSES and its associated agencies, ensuring appropriate physical work space is planned for, and provided to all department staff in locations throughout the province. This role supports program areas so they can achieve their business plan objectives and provide service to the public. This work is done in accordance with applicable regulations, guidelines, policies and procedures.

This work involves considerable consultations with external client contacts and internal stakeholders to ensure that appropriate physical work space is planned for and provide support for client program delivery in accordance with the objectives outlined in department, divisional, client, and corporate business plan.

The position oversees and coordinates a variety of accommodation projects, including relocations, facility renovations, workspace modifications, and capital projects. The incumbent will consult with clients regarding their accommodation needs, develop solutions through research and analysis, to ensure work space is functional, secure and appropriate for business needs of the client. The Sr. Accommodations Planner must identify project gaps and opportunities, often within limited budgets, while achieving efficient use of government owned or leases space. The incumbent works closely with Infrastructure (INFRA) to facilitate the department's accommodation needs, working on department initiated projects and acting as the primary department contact on (Infrastructure) INFRA led projects.

The Sr. Accommodations Planner is required to have a thorough understanding and capacity to use Microsoft 365 suite of applications, in addition to experience and training using Auto Cad. The Sr. Accommodations Planner will be expected to travel throughout the province to view new and existing program space.

## Responsibilities

With the direction of the Planning Manager the incumbent is responsible to:

1. Consult with internal clients and external stakeholders to collect and disseminate information related to accommodations issues and needs in support of program areas and Ministry business plan goals and objectives to ensure programs are accommodated effectively.

### Activities:

- \* Provide Information, design solutions and recommendations to stakeholders regarding program area needs.
- \* Provide background and analyze each solution and recommendation, provide rational justifications supporting the desired solution.
- \* Initiate, coordinate, and facilitate regular interactions (meetings, site visits) with internal and external stakeholders to discuss and resolve accommodation requests and issues.
- \* Review and provide feedback on existing and proposed department program areas, department business plans, policies, processes, standards and procedures affecting accommodations.
- \* Conduct site inspections in various buildings throughout the province to ensure program delivery space is well utilized and functional. Develop and initiate solutions to address problems encountered on site.
- \* Identify the needs for, and initiate development of new or revised department policy, standards and processes.

- \* Provide feedback to external stakeholders as needed when developing, and revising policies.

2. Develop and coordinate the implementation of innovative accommodations solutions in support of client and corporate business plan objectives. Maximize limited budgets and steward the effective use of government owned and leased space in a cost-effective manner while achieving optimum operational requirements.

Activities:

- \* Identify potential opportunities to reduce government costs associated with accommodations through lease termination, elimination of underutilized space, or creation of new partnerships between program areas to ensure a more effective use of space and associated resources.
- \* Review and analyze program requests and submissions to address essential program and security needs while eliminating requests for unnecessary work or work that does not fall within acceptable department standards.
- \* Determine the feasibility of proposed accommodation solutions by soliciting information and technical advice from other subject matter resources.
- \* Negotiate and mediate to obtain consensus from stakeholders to support proposed accommodation solutions through resolutions of conflicting needs and accommodation requirements from other divisions or departments.
- \* Research and prepare information for briefing and correspondence in order to address accommodations issues.
- \* Engage divisions in managing accommodations, which will enhance and improve decision-making surrounding the implementation of the new Government Accommodation Review (GAR) guidelines.
- \* Responsible and accountable to develop projects in accordance with the approved GAR guidelines while, ensuring proposed plans and designs will meet program requirements.

3. Conduct cost analyses of accommodation requests and solutions to determine budget implications and identify funding resources available within client and corporate budget limitations in order to deliver successful project implementation.

Activities:

- \* Determine the scope of work required to satisfy an accommodation request (design, construction, moving etc.).
- \* Identify furniture and equipment requirements for program areas; submit Furniture Work Order Request Tracking System (FWORTS) on their behalf.
- \* Develop and coordinate preliminary Total Project Cost (TPC) through use of cost quantifiers, in consultations with stakeholders (program managers, technical resources, and control personnel).
- \* Assist with development of the annual PSES accommodation budget through costing of requests, and reviewing the priorities of all submitted requests for budget.
- \* Maintain the accommodations database, which identifies the departments space allocations throughout the province.

4. Initiate the implementation of accommodation projects by providing detailed verbal and written instructions to various stakeholders that facilitate the involvement of necessary resources. Implementation must follow approved guidelines, procedures and signing authorities to ensure that specific program needs are addressed, through an approved project scope of work and budget.

**Activities:**

- \* Prepare project documentation to identify scope of work, provide detailed instructions to stakeholders, and obtain the program area's formal approval of the proposed accommodation solution and project.
- \* Work in conjunction with other departments having authority but, in some instances, independently. The incumbent will coordinate with vendors and consultants to ensure the successful delivery of approved projects, which will achieve the department's requirements.
- \* Facilitate problem resolution due to unforeseen changes in clients and corporate requirements that affect the approved scope of work by consulting with stakeholders to resolve issues and revise the scope to meet the new requirements.

**Problem Solving**

**Typical problems solved:**

The incumbent works within a larger team and for a ministry with staff located in GoA facilities throughout Alberta. This position will ensure that the department space allocations support and facilitate program delivery, which requires regular interactions and communication with affected staff, worksite contacts, management, and accommodation stakeholders. As result, the incumbent will be required to address a variety of issues that often involve competing interests. Being able to recognize the complexities and interdisciplinary nature of issues is paramount to successful dispute resolutions, as failure to resolve issues can result in the escalation of conflict and strain relations between departments and other entities.

- \* Provides a single point of contact for assigned PSES departments, boards and agencies in dealing with day-to-day accommodation issues.
- \* Recognizing broader themes and trends in the feedback being received through all engagement, training, committee work to protectively inform the manager about client sentiment.
- \* Propose opportunities for increased collaboration to streamline accommodations processes for the department.
- \* Designing approaches that enable clients with opposing views to find areas of consensus and identify solutions that are mutually beneficial.
- \* Responsible for developing and maintaining accommodation policies and procedures, in adherence with GoA directives, PSES requirements, mandates and policies.
- \* Department operations rely on appropriate space and related support services to carry out program functions and mandated responsibilities. This position conceptualizes various complex integrated accommodation needs and evaluates these against available resources, and budgets.
- \* Provides project leadership in the securing of sufficient, functional space, representing and advocating for the department and its program needs with representatives of INFRA.
- \* Projects involving accommodations, this position applies initiative, technical expertise, project leadership, organizational and interpersonal skills to ensure PSES program requirements are met in a timely and cost-effective manner.
- \* Mitigate conflicts through ongoing communications and collaboration with applicable

stakeholders to resolve issues associated with using building occupancies by multiple departments. In the negotiation role, the incumbent must be able to synthesize complex issues into a win-win solution/option which meets the strategic direction of their division or department.

- \* Due to limited budgets, accommodation projects are prioritized according to their urgency. The incumbent must be able to recommend and prioritize based on multiple and often complex consideration.
- \* While the Planner operates under the general direction of the manager, the incumbent has the autonomy to take the necessary steps to meet the department's needs and ensures quality and timely service.
- \* This position applies the necessary expertise and operates with significant degree of independence and must be able to interpret and apply Treasury Board Directives and INFRA policies and procedure.
- \* The incumbent is often called upon to mediate and negotiate solutions to address department expectations that may not align with GoA space standards and other conditions on accommodation projects implemented by INFRA.

Types of guidance available for problem solving:

The Planner works within established GoA and department guidelines and policies. This position requires a thorough understanding and awareness of government structure and the programs and initiatives of the department to best anticipate accommodation needs.

Knowledge of government wide directives, policies, standards, procedures relating to accommodations and other administrative support functions.

Specifically:

- \* Finance Administration Act
- \* Government Organization Act
- \* Protection of Privacy Act
- \* Access to Information Act
- \* Occupational Health and Safety Act
- \* Public Works Act
- \* The Alberta Building Code
- \* Direct Purchasing Regulations/Direct Purchase Administrative Practices
- \* Security of Government Data
- \* Physical Security Guidelines and Standard for GoA Facilities
- \* Infrastructure Roles and Responsibilities Guidelines
- \* Infrastructure Restrictive Workspace Policy
- \* PSES Policies and Procedures

Knowledge of facility emergency management planning, government procurement process, and surplus procedures will also enable the incumbent to address problems as they arise in the course of carrying out their duties and responsibilities.

Direct or indirect impacts of decisions:

While managing accommodation projects, the Planner is required to make decisions to advance projects. Incorrect decisions or delays in making decisions can translate into increased project costs that could be assigned to the departments or could negatively impact project time lines, causing project delays that may further disrupt business areas.

Due to limited budgets, accommodation projects will need to be prioritized according to their urgency. The incumbent must be able to recommend and prioritize based on multiple and often complex factors/ circumstances.

Failure to provide adequate space and support services could result in health and safety issues. Failure to routinely communicate and engage with staff could impact morale and productivity of ministry staff.

The position will be relied upon by the Planning Manager, Director and Divisional ADMs for advice, analysis and recommendations so that they in turn can make decisions about accommodation project options they are required to make.

### Key Relationships

Major stakeholders and purpose of interactions:

Planning Manager: Sr. Accommodation Planner is to provide updates on accommodation initiatives and receives direction and feedback as needed.

Business Services Branch: Sr. Accommodation Planner works closely with members of the branch to provide corporate services to PSES staff that are aligned and supported by the department. This includes sharing communications, maintaining, and collaborating on projects.

Divisional and Business area contacts: Sr. Accommodation Planner provides guidance and advice on accommodation matters, and provides expertise and support on active projects.

INFRA: Sr. Accommodation Planner works closely with assigned INFRA staff to plan accommodation projects and to monitor status of each project. The incumbent also seeks advice and support when needed on department accommodations and furniture matters.

Technology and Innovation (T&I): Works closely with subject matter resources in T&I to plan accommodation projects with technical components (such as audiovisual requirements for boardrooms).

External Service Providers: These include property management companies, design consultants, and furniture vendors. Interactions occur during accommodation projects to address space requirements, project elements, furniture design, tenant issues, etc.

### Required Education, Experience and Technical Competencies

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

If other, specify:

Degree or Diploma in related field (preference for architecture or interior design).

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

In addition, at least 4 years of related experience in accommodation planning or a diploma from a related accredited college program plus 4 years related experience in accommodation planning, interior design, architecture or project management is required. This would include experience in Auto Cad.

The Planner requires extensive knowledge of facility planning and operations, design and construction

processes and standards, and documentation requirements of INFRA. Knowledge of project management techniques and methodologies are helpful to ensure projects run smoothly from conception through design, tendering, and construction phases. A thorough understanding of decision making processes used within INFRA.

Knowledge of technical aspects of accommodations planning including architectural, mechanical, electrical, telecommunications, commercial systems furniture, space planning, and ability to read floor plans is required.

Proficient in Microsoft Office programs including M365, Teams, and SharePoint.

Candidates must have valid non-probationary class 5 driver's license, as travel is a requirement of this role. Clean drivers abstract is required.

### Behavioral Competencies

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Collaborates across functional areas and proactively addresses conflict: <ul style="list-style-type: none"> <li>• Encourages broad thinking on projects, and works to eliminate barriers to progress</li> <li>• Facilitates communication and collaboration</li> <li>• Anticipates and reduces conflict at the outset</li> <li>• Credits others and gets talent recognized</li> <li>• Promotes collaboration and commitment</li> </ul>	<p>Through proactively building collaborative relationships with department clients and external stakeholders.</p> <p>Anticipating potential conflicts, mitigating challenges where possible, and managing relationships drawing on past experience and advanced communications skills.</p> <p>Recognizes contributions and collaborations from partners to promote and strengthen relationships.</p>
Develop Networks	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works on maintaining close relations with all stakeholders: <ul style="list-style-type: none"> <li>• Identifies key stakeholder relationships</li> <li>• Has contact with range of interested parties</li> <li>• Actively incorporates needs of a broader group</li> <li>• Influences others through communication techniques</li> </ul>	<p>Will need a clear understanding of the department, who the key stakeholders are and who the appropriate decision makers are.</p> <p>Accommodations projects bring change, and effectively interacting with affected clients help staff to manage the change and adjust.</p> <p>Positive interactions that build trust with clients helps all partners</p>



			involved to work "at the speed of trust".
Creative Problem Solving	○ ○ ● ○ ○	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> <li>• Engages perspective to seek root causes</li> <li>• Finds ways to improve complex systems</li> <li>• Employs resources from other areas to solve problems</li> <li>• Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul>	<p>Strong project management skills will ensure effective outcomes on accommodation projects, which can be large and complex in nature, often with phased elements that must be managed effectively.</p> <p>Project time lines can be tight and require quick turnaround for input and decisions. The incumbent may be required to make decisions about project elements, without input from affected program areas, appropriately assessing the risks of making those decisions.</p> <p>The incumbent will leverage resources to solve problems and resolve conflicts, gathering input from clients to ensure solutions reflect and address the requirements of the business area as effectively as possible.</p>
Agility	○ ● ○ ○ ○	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> <li>• Takes opportunities to improve work processes</li> <li>• Anticipates and adjusts behaviour to change</li> <li>• Remains optimistic, calm and composed in stressful situations</li> <li>• Seeks advice and support to change appropriately</li> <li>• Works creatively within guidelines</li> </ul>	<p>Must be able to proactively anticipate issues and their associated risks, to make effective decisions about projects or to understand when to engage with management, and staff in the department to assist in resolving issues.</p> <p>Priorities can change quickly and information may at times be vague. A high level of adaptability and willingness to shift priorities due to external influence will be ongoing.</p> <p>Change to workspace can</p>



			be difficult for staff, and can result in increase stress. The incumbent must be able to stay on track with project deliverables, pivoting as needed in the event of changes and be able to clearly explain changes when they are unavoidable.
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Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Employee Name

Date yyyy-mm-dd

Employee Signature

Supervisor / Manager Name

Date yyyy-mm-dd

Supervisor / Manager Signature

Director / Executive Director Name

Date yyyy-mm-dd

Director / Executive Director Signature

ADM Name

Date yyyy-mm-dd

ADM Signature

DM Name

Date yyyy-mm-dd

DM Signature