

NON-MANAGEMENT JOB DESCRIPTION POINT RATING EVALUATION PLAN

Working Title Junior Planner		Name	
Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Properties, Asset Management/ Strategic Asset and Accommodation Planning Unit	Ministry Infrastructure
Present Class		Requested Class	
Cost Centre ID	Program Code	Project Code (if applicable)	

PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

Reporting to the Planning Manager, the Junior Planner supports the management of Infrastructure's portfolio of owned and leased buildings in accordance with the following Asset Management Principles:

- Re-invest in core assets over the long-term
- Maintain existing assets according to industry best practices
- Dispose of assets that are obsolete, inefficient or no longer required for program delivery
- Re-purpose or build new assets where it makes sense
- Consider full life cycle costs in decision making
- Be consistent in the provision of under-utilized space to Non-Government Users

The Junior Planner supports the development of short and long-term facility and site plans within an assigned region and portfolio. The Junior Planner is also key in supporting accommodation plans and facilitating strong relationships with client ministries. The position collaborates extensively with Strategic Asset and Accommodation Planners, Asset Analytics and other Ministry partners to determine and evaluate master plan accommodation requirements and assists in the development of reports, briefings and recommendations for the consideration of senior branch and Ministry representatives and clients.

The position performs technical, analytical, consultative and supportive work essential to the development and coordination of complex and integrated regional and accommodation plans. The Junior Planner performs research and analysis to draft lease renewal instructions (W5s), supports budget and business case development processes, assists in developing responses to inquiries including action requests, and engages in client strategy and communication planning. The Junior Planner will also provide supporting functions to the Regional and Accommodation Planning Teams through administration of the Master Project List, the project document site, and project documentation, as well as data collection to support the reporting of Branch metrics.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

- Long-Term Planning:** Support the development of long-term plans for Infrastructure's owned and leased facilities in accordance with Asset Management Principles.

Activities:

- Support long-term strategic planning, including an implementation framework, aligning with the principles of asset management from a corporate perspective and with short- and long-term accommodation strategies.
- Assist in collecting data for the development of space allocation plans which balance the needs of client programs against the principles of asset management.
- Gather and prepare supporting studies required to finalize plans.
- Consult with Regional and Accommodation Planners, Asset Analytics, and other Ministry partners in the development of strategic plans, considering requirements of client Ministries to identify options that best align program delivery and long-term plans.
- Support and track implementation of plans.

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- Support the preparation of business cases for re-purpose, retrofit, disposal, and new construction of assets, considering both quantitative and qualitative impacts.
- Support the development of leasing strategies to assist in the reduction of leased space and increased utilization of space.
- Support the Planning Manager and Regional and Accommodation Planners in achieving the mandate of the Ministry.

2. **Short-Term Space Solutions:** Support cost effective and functional space solutions to accommodate requests from client Ministries and sponsored Agencies, Boards and Committees and Non-Governmental Users that align with Asset Management Principles.

Activities:

- Work with Accommodation Planners to review requests from client ministries to identify options that support program delivery and align with long-term plans, while ensuring effective utilization of space.
- Adapt solutions to evolving accommodation priorities in a timely manner.
- Support the planning of small tenant improvement projects.
- Review requests from Non-Government Users in context with Asset Management Principles and the Non-Government User Policy to make recommendations on space availability.

3. **Planning Support Functions:** Provide comprehensive research, analysis and administration to support the Regional and Accommodation Planning Teams.

Activities:

- Prepare updates to the Inventory Group to ensure an accurate inventory exists for all of the Ministry's owned and leased buildings.
- Support Planners to ensure that the owned and leased inventory reflects current occupants and space allocations.
- Gather information and reports and draft lease renewal instructions (W5s) in consultation with Regional and Accommodation Planners and other client Ministry contacts.
- Gather information and technical advice from Ministry partners to assist in determining feasibility of proposed accommodations solutions (e.g. Leasing, Property Management, and Technical Services).
- Input and audit Master Project List information, and manage reminders and reporting requirements.
- Assist with completion of accommodation project documentation.
- Input, audit and maintain project documentation on the Project Document Site and assist in reporting on project metrics.
- Support data collection and reporting of Branch metrics and performance indicators.

4. **Client Relationship Building and Communication Planning:**

Activities:

- Research and prepare briefings, action request responses and correspondence pertaining to regional and accommodation planning issues.
- Interpret and clarify policies and processes in response to inquiries from client users.
- Promote and support collaboration with Ministry partners and client users and stakeholders.
- Prepare Ministerial correspondence to inquiries on Infrastructure owned and leased buildings and land.
- Participate in the preparation of client communication plans and strategies.

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

Regional and Accommodation Planning recommend solutions for all Ministries, Boards and Agencies of government, dealing with an inventory of approximately 1,900 owned and leased facilities throughout the province, which total nearly 2.8 million square metres of space. The Junior Planner collaborates with the Regional and Accommodation Planning Teams to develop plans and accommodation solutions that balance program delivery requirements of clients with long-term strategic goals and Asset Management Principles. The nature of the work performed by this position requires the provision of varied services for several projects simultaneously. Planning initiatives range from relatively minor accommodation solutions to major and complex projects involving several departments, varied program delivery requirements, and long-range planning horizons.

This position interacts with representatives of the Branch, Ministry, other departments, and Non-Government Users to provide planning assistance, resolve complex problems and concerns, and develop solutions for regional and accommodation planning issues. The Junior Planner demonstrates and models initiative, creativity and professional judgement when collaborating and consulting to support the development of innovative solutions and in response to enquiries relating to the use of space.

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

This position works within the parameters of established legislation, regulations and policies, with considerable discretion in determining how responsibilities are performed. The Planning Manager provides general guidance, reviewing work for quality of services delivered and level of professional judgement exercised. The Junior Planner is evaluated on the comprehensiveness of services provided and effectiveness of working relationships established.

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

The Junior Planner requires the ability to:

- Understand and use appropriate planning tools and methods.
- Read, review and interpret technical drawings and specifications.
- Demonstrate initiative, professional judgement, adaptability and flexibility.
- Exhibit interpersonal and influencing skills to build consensus and motivate others to accept and adopt innovative concepts and approaches.
- Apply well-developed organizational, time management and project coordination skills.
- Plan and coordinate multiple activities and projects.
- Meet critical deadlines and prioritize work.
- Develop and maintain collaborative working relationships with staff and stakeholders.
- Demonstrate consultation and facilitation skills to develop solutions for issues involving a variety of perspectives, and mediate conflicting interests and requirements.
- Function independently as well as contribute effectively within a team environment.
- Identify sensitive issues and develop appropriate responses and recommendations.
- Exhibit commitment to client service, confidentiality, and continuous improvement and innovation.
- Apply strong writing and written presentation skills, and excellent Microsoft Office and computer skills.

The Junior Planner will develop working knowledge of:

- Applicable information systems and business productivity software tools, such as BLIMS.
- Asset Management Plan and Principles.
- Understanding and application of space accommodation standards and tools.
- Organizational structure, regional and accommodation master plans and initiatives, and business plans of client departments.
- Ministry and branch business plan goals, strategic priorities and resources.
- Alberta Government strategic goals and policy directions relating to the Ministry's mandate and initiatives.
- Awareness of the Business Plans of Government departments, Boards and Agencies.
- Applicable legislation, regulations, policies, and programs (i.e. Parking Policy, property disposition processes, *Municipal Government Act*, *Government Organization Act*, *Freedom of Information and Protection of Privacy Act*).
- The political and decision-making environment within which the Ministry operates.

A related University Degree (e.g. Business, Urban / Regional Planning, Architecture) or Technical School Diploma with two years of planning experience is preferred.

CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

The Junior Planner has regular and ongoing contact with:

- The Asset Management Branch and Ministry representatives to exchange information, coordinate and collaborate on initiatives and projects, provide and obtain consultation, provide advice and expertise and options and recommendations, and facilitate a team approach in addressing regional and accommodation planning requirements.
- Other Ministry Representatives to provide consultation and advice, clarify and address planning and accommodation requirements, and resolve issues.

CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

- Non-Government Users to respond to requests for use of government space.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

Not applicable.

CHANGES SINCE LAST CLASSIFICATION REVIEW: Identify significant changes, that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide [Page 17](#)).

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.

Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned (see Writing Guide [Page 16](#))

Incumbent

Name

Signature

Date

A/Director

Name

Signature

Date

Executive Director

Name

Signature

Date