

PS4 Capital Infrastructure Planner

PURPOSE:

The Senior Capital Infrastructure Planner, reporting to the Manager of Capital Infrastructure Planning, is responsible for leading collaborative capital planning processes of varying complexity for implementation across Crown land sites throughout the province. The Senior Capital Infrastructure Planner will implement and complete capital planning processes within defined standards and frameworks that support capital development and asset management, across Crown land. This work includes collaboration with a variety of stakeholders to determine needs and desires, to interpret options and provide credible recommendations for consideration. Specific tasks may include initiating regulatory requirement approvals, managing external consultants, developing concept mapping, and providing policy and technical advice.

RESPONSIBILITIES AND ACTIVITIES:

1. CAPITAL PLANNING

Key Outcome: Leads, participates in, or advises on planning and design for capital and recreation development across various sites on Crown land.

Key Activities:

- Leads or supports the development of facility master plans including outlining a future state with concept plans/mapping for sites across Crown land including but not limited to day use areas, campgrounds (including comfort camping and specialized campgrounds for specific user types), group use areas (including special events), trails, and other specialized facilities and recreation amenities within parks, protected areas, and public land.
- Identifies, prioritizes, and provides recommendations through the development of capital infrastructure development plans to address a broad scope of environmental, social, and economic needs, and issues/benefits and gaps that integrate various factors. These include the current state of infrastructure, future goals, strategic planning direction, operational realities, asset management considerations, and stakeholder needs and inputs
- Draft capital business cases, using the outcomes of capital planning processes for review, to support their submission to Treasury Board to request funding for maintenance, renewal, and new capital development opportunities.
- Reviews plans prepared by others (e.g., contracted consultants), for content and clarity as well as consistency with legislation, policy, standards and the goals and expectations of the Division, Ministry and GoA.
- Initiates and/or completes specific planning functions, such as regulatory approvals or consultation completeness reviews.
- Collaborates closely with provincial and regional planners and considers strategic connections, opportunities, and alignment of capital planning projects in achieving the goals and processes of the program, the Division, Ministry and GoA, and provides support to the Project Management & Delivery team to ensure development is consistent with this overarching direction.
- Creates a collaborative planning environment by providing effective communication, and working closely with other program areas including regional staff, ecology, conservation officers, maintenance, public engagement as well as the other capital teams, including the Project Management & Delivery team, Capital Program Coordination team and Asset Management team.
- Depending on educational, training and experience, conducts project management of external consultants to perform contracted services to support capital planning and decision making.

Consulting services may include engineering studies, planning functions, land surveys, geo-technical, civil, structural, hydro-geology, environmental, etc.

2. CAPITAL PLANNING ENGAGEMENT

Key Outcomes: Plans, coordinates, supports and/or completes meaningful and adequate engagement of Indigenous peoples and communities, the public, stakeholders and partners to inform and support capital planning

Key Activities:

- Leads or supports the development of capital consultation plans that recommend the approach to either notify, consult, or engage with Indigenous peoples and communities, the public, stakeholders and partners.
- Assists in preparation of any supporting materials needed to gain approvals of capital consultation plans
- Ensures there is department and interdepartmental staff opportunity for input into capital and recreation development planning.
- Focuses on creating and building collaborative relationships and provides ability to build consensus, mediate disputes, and resolve conflicting interests represented by internal and external stakeholders encountered in planning processes.
- Ensures capital project planning processes follow internal capital engagement processes.
- Leads or supports implementation of the capital consultation plan which may include organizing and facilitating public participation events such as open houses and stakeholder workshops, preparation of communication materials, public display materials, presentations, letters, and summaries.

3. RESEARCH & INNOVATION:

Key Outcomes: Investigate, propose and apply new and innovative means to evolve the current capital planning system.

Key Activities:

- Reviews facility master plans and capital project plans to ensure that principles of visitor experience, inclusion, environmental leadership and operational efficiencies are considered.
- Researches new and innovative means for the planning and consultation of capital planning projects.
- Collaborate with and conduct cross-jurisdictional reviews of other systems to identify areas for improvement in capital planning processes.

PROBLEM SOLVING:

This position develops capital plans through collaborative planning processes. These plans may direct the development of new recreation infrastructure that has a lasting impact on environmental, social, and economic outcomes at the site, regional, or provincial level. Capital planning processes must consider various factors in creating an integrated plan to direct future capital investment. For example, this position may lead or support planning processes where there are numerous conflicting internal and external interests. This position must work collaboratively across these interests in order to develop plans to satisfy the multitude of needs and goals at any given site. This position works toward solutions that are amenable to the stakeholder, program, divisions, ministry, and government goals and priorities. It must also comply with the overarching program, divisional and ministry plans and frameworks.

Typical problems includes integrating recreation, conservation, and tourism outcomes while recognizing the multi-use landscape of Crown land for other industries, such as grazing and logging on public land, hunting, and traditional land use, in developing feasible infrastructure based solutions through capital planning processes. Often capital planning projects are large in scope and scale, have multiple interests, and must address complex operational and strategic issues.

This position must employ creative problem solving and collaborative approaches (including negotiation, conflict resolution, etc.) to determine evidence-based solutions within the development of recommendations for decision makers.

Types of guidance available for problem solving:

The position must investigate and understand the context in which capital planning occurs. This includes all overarching legislation, regulations, policy and frameworks applicable across Crown land (parks, protected areas, public land). They must also understand the regulatory requirements, standards, management direction, and long-term goals of the specific site in which they are working. This position must be able to research these types of guidance and rely on their collaborative relationships to help navigate through the hierarchy of guidance and formulate an understanding of the provincial, regional, local and site context in which they are completing capital planning processes.

Direct or indirect impacts of decisions:

The direction and work of this position determines the details of all major capital development. Capital development is completed across Crown land to support environmental, social, and economic outcomes of various scopes and scales. Capital development, stemming from the work of this position, also has the potential to impact (positively or negatively) multiple stakeholders. Impacts of the development of capital plans are enhanced (positive) or mitigated (negative) through the robust, collaborative process and ensuring capital plans integrate and balance the desired outcomes of all stakeholders in the best possible manner. The decisions made during capital planning may have site, regional, or provincial impacts, depending on the scope and scale of the plan.

KNOWLEDGE, SKILLS & ABILITIES:

Education and Experience:

Post-secondary education in planning, engineering, landscape architecture, or outdoor recreation (other related disciplines will be considered) supplemented by a minimum of two years of progressively responsible, related experience in capital planning, non-urban park development and rural outdoor recreation planning.

Knowledge

Knowledge of commercial and public outdoor recreation, nature-based tourism, parks and outdoor-recreation facilities, parks and protected area systems, and issues regarding conservation and land use.

Knowledge of Alberta land and resource policy and legislation, as well as its development, particularly in relation to the *Provincial Parks Act* and other relevant legislation, regulations and policies.

Knowledge of outdoor recreation and environmental socioeconomics and management.

Knowledge of principles of park planning and development, social sciences, conservation sciences, and the scientific framework for Alberta's Natural History Themes. Knowledge of Alberta's Indigenous peoples.

Knowledge of government and non-government organization priorities and policies that complement or conflict with the development and management of the protected areas network.

Knowledge of public administration and government systems.

Skills

Recreation and facility planning, and ability to define short-term and long-term impacts.

Analytical and creative problem solving, critical thinking.

Organizational, project management, and leadership skills as well as, consultation, negotiation, and mediation skills.

Written and verbal communication skills, especially technical writing and interpersonal communication.

ESRI ArcGIS for related spatial planning, review and mapping as well as proficiency in Microsoft suite of products.

Abilities

To plan, implement and coordinate multiple projects and processes involving a multitude of interests.

To analyze, listen and apply innovative creative problem solving techniques to derive solutions to complex issues.

To synthesize and communicate complex land and natural resource use problems to a range of audiences in order to facilitate decision making and development of recommendations.

To build positive, professional internal and external relationships. Communicate with a diverse clientele through a variety of communication modes.

To organize and manage an extensive information management system including correspondence, resource materials, site information, digital and hard copy materials, and databases.

To develop, produce and distribute products for timely response to the project teams and executives.

CONTACTS:

This position consults and collaborates with Capital Infrastructure Development and Implementation teams and regional staff to develop plans to guide capital investment. The Senior Capital Infrastructure Planner develops solutions for capital development; this could include working jointly with others within the department and ministries. The work of this position uses integrated and innovative thinking about capital development, and ultimately shapes the long term capital development requirements for Crown Land. The Senior Capital Infrastructure Planner works with other ministry staff to enhance a shared understanding of capital development processes, standards, and time lines.

Strong relationship and interpersonal skills are required to develop and sustain trusted and credible relationships with various stakeholders. To inform capital planning work, the position will collaborate with:

Internal stakeholders, such as Capital Infrastructure Development and Implementation teams, regional staff, cross-jurisdictional representatives, leadership, executives and with other Ministry contacts.

External stakeholders, such as public, Indigenous peoples and communities, and stakeholder groups (environmental, recreational, business and industry) to gather input as well as provide information on current plans.

As part of inter-agency planning initiatives and to inform of current planning initiatives, the position may require regular contact with various levels of government. This may include municipalities, such as those adjacent to Crown land, neighbouring provincial governments with shared borders, and the federal government, particularly Parks Canada.