

**New**

Ministry

**Describe: Basic Job Details****Position**

Position ID

Position Name (200 character maximum)

Requested 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****Job Purpose and Organizational Context**

Why the job exists:

Alberta Education and Childcare, with technical input from Alberta Infrastructure, reviews submissions from school boards for new building and existing building renovation projects to assess, prioritize and submit capital funding requests to the Alberta Government's capital planning process. In addition to developing the provincial school capital plan, Alberta Education and Childcare develops policies and procedures for the effective planning and implementation of the school facilities capital program, the site readiness program, and new initiatives/programs as approved by the Minister of Education and Childcare, such as the Schools Now Program.

The Capital Programs branch is an integral part of the Financial Services and Capital Planning division, working with school boards, francophone authorities and Charter school societies to provide, preserve and upgrade supported capital infrastructure. The sector provides liaison services with school boards, their partners and stakeholders to develop longterm integrated capital plans and projects, as well as liaising with the Field Services sector to ensure that capital project requests are in line with the educational plans of school boards and capital funding issues are addressed consistently between the two business areas.

Capital Planning sector representatives also must establish and maintain close relationships with Alberta Infrastructure

representatives to ensure that approved capital projects are managed and implemented; the implementation of approved capital projects follows government policy; appropriate standards and guidelines are followed; existing facilities are appropriately and consistently evaluated over time; and effective policy and procedures are developed and maintained.

### **Position Summary**

The Capital Planning Project Analyst is responsible for reviewing, evaluating, and consolidating information from the school jurisdiction's Three-Year Capital Plan submissions to provide recommendations on proposed projects and to identify and validate technical information as part of the submissions that are required to support the projects. The role will also involve the review and assessment of site readiness documentation to provide recommendations on the status of proposed sites and the readiness to proceed with construction of school infrastructure on these sites. This position will provide the analysis required to support the sector in the effective and efficient management of school capital planning and infrastructure for the Kindergarten to Grade 12 education system.

This Capital Planning Project Analyst is also responsible for the technical review of proposed school designs to support the Capital Planning Sector in ensuring approved capital projects adhere to Education design standards. The analyst will provide recommendations on projects proposed as part of the Three-Year Capital Plans submitted by school authorities as required. This position is a key member of the Capital Planning team that works collaboratively with Ministry staff, cross-ministry partners, and external stakeholders to achieve government and Ministry business plan goals. All work is guided by the Alberta Government core values of respect, integrity, accountability and excellence.

The Capital Planning Project Analyst works closely with all Capital Planning Managers in the Capital Planning sector, as well as staff from Strategic Initiatives branch, to provide the specialized expertise from a site readiness perspective and analysis of all Alberta school jurisdictions capital plans. The incumbent will provide the technical analysis and recommendations to ensure school infrastructure is aligned with current educational needs from a programming, health and safety, and utilization perspective.

This position is part of a team responsible for providing a comprehensive range of capital planning and project support services, technical and professional consultation, and assistance to clients and stakeholders.

### **Responsibilities**

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

The Capital Planning Project Analyst will be responsible to:

1) Review, analyze and consolidate information from the school jurisdiction's Three-Year Capital Plan submissions in a timely manner:

- Provide recommendations on projects proposed as part of the Three-Year Capital Plans submitted by school authorities as required.
- Confirm that the requirements of the gated process are met (e.g., transfer of land title to the board, access to the site or building envelope, site is fully serviced, functional and/or building condition assessment).
- Identify any other technical information required to support the proposed projects.
- Identify and coordinate any site investigation requirements required for the project (e.g., geotechnical, traffic impact assessment).
- Provide advisory planning services to each of the jurisdictions. Ensure that each Jurisdiction has adequate technical advice and assistance to submit their capital plan and emergent modular classroom priorities.
- Identify and analyze enrolment trends and space utilization associated with each individual capital submission and emergent modular classroom priorities.

2) Review and assess site readiness documentation to provide recommendations on the status of proposed sites and the readiness to proceed with construction of school infrastructure on these sites.

- In accordance with school site readiness guidelines and the School Capital Manual, analyze technical data relating to building condition assessments/facility audits, site servicing, student enrolment projections, ownership, zoning, access, hazardous material studies, flood assessments, geotechnical studies, environmental site assessments, traffic impact assessments, and other federal, provincial, and municipal regulations to identify potential risks to the successful delivery of the Capital Planning program.

- Provide technical analysis to assess whether current school infrastructure is aligned with current educational needs from a programming, health and safety, and utilization perspective.

- Evaluate and track Pre-Planning and Planning funding requests and analyze site readiness activity proposals captured within these requests to form recommendations.

3) Using knowledge of school building design and construction, review schematic designs and report the extent to which each aligns with the recommended scope in relation to the School Capital Manual. Analyze and make recommendations to the Major Capital Programs Manager on the categorization and capacity calculations of specialized areas in proposed school designs.

4) Review annual maintenance and renewal plans and expenditure reports in conjunction with Facility Condition Assessments in a timely manner:

- Ensure funds are being utilized to address identified maintenance needs.
- Ensure alignment with the three-year capital plan and expenditure plans.
- Ensure compliance with all policies and regulations.

5) Complete capital planning assessment requirements and analysis of data:

- Ensure all proposed school projects are objectively evaluated and scored in a consistent manner.
- Provide recommendations to the Major Capital Programs Manager for the prioritization of capital requests and proposals.

6) Support the Capital Planning Management Team in the delivery of the program operations:

- Assist Managers in Capital Planning with activities related to the capital planning process and special initiatives.
- Develop briefings, business case proposals, and respond to action requests as required to provide senior representatives and government officials with current and comprehensive information to support planning and decision-making.
- Establish and maintain strong internal and external stakeholder relationships.
- Provide technical and analytical advice in support of Education and Childcare's mandate.
- Represent the sector on Ministry, cross-government and/or stakeholder working groups and committees with diverse mandates and responsibilities.
- Develop recommendations for decision-makers in relation to development and/or enhancement of programs and initiatives that build system capacity to meet the education needs of students at local, regional, and provincial levels through cross-ministry collaboration and partnerships.
- Answer verbal and written inquiries from stakeholders and the public.
- Travel occasionally to meet with stakeholders.

## Problem Solving

Typical problems solved:

Examples of difficult or challenging situations faced by the Capital Planning Project Analyst include:

- actively leading and participating in teams, working groups, and committees to design and implement projects and processes associated with cross-ministry plans and strategies that build system capacity to meet the educational facility needs of students.
- analyzing technical data and documents (e.g., building condition assessments, site servicing reports, enrolment analysis and projections, Schematic Design Reports, RFQ/RFP submissions) to identify potential risks to the successful delivery of the Capital Planning program.
- analyzing and evaluating existing policies, programs, and initiatives, identifying linkages with cross-ministry strategies and frameworks, and developing recommendations for changes and enhancements while honouring the Ministry's core values and operating within and modeling a collaborative framework.

- applying creativity, responsiveness, assistance, support, and problem-solving in relation to working within dynamic relationships with cross-ministry partners and stakeholders.
- remaining continuously sensitive to the larger political and societal context in which the key Ministry objectives of responsiveness, flexibility, and collaboration are achieved.
- assisting to resolve disagreements and conflicts between ministry partners, interest groups, parents, school authorities, and other stakeholders using well developed mediation, negotiation, and consensus building techniques.

Well-developed human relations, relationship building, and problem solving skills are essential given the need to work collaboratively with cross-ministry partners and stakeholders. The Capital Planning Project Analyst is expected to implement a clear, transparent evaluation process to assist Senior Management and Officials with making key decisions. This position applies knowledge, skills, and past experience to solve problems and provide advice to internal and external stakeholders, particularly in response to emergent issues, inquiries, dispute resolution, and questions regarding school capital planning and infrastructure.

The Capital Planning Project Analyst models a collaborative approach when leading projects and initiatives associated with multiple school jurisdictions, ensuring partners and stakeholders remain focused on capacity building efforts to meet the education needs of children. Well-developed professional judgment, negotiation, analytical, and reasoning skills are needed to accomplish branch core functions in support of business plan goals.

This position works within established legislation, policies, directives, and business plans. Leadership within Capital Planning and the Capital Programs branch is available to clarify goals, objectives, and priorities and provide consultation and guidance as required. Within these parameters, the Capital Planning Project Analyst is delegated considerable authority to determine approaches to responsibilities, including identifying and responding to emerging issues, identifying appropriate outcomes, and delivering results.

Types of guidance available for problem solving:

Guidance is provided through government strategic priorities, policy directions, and ministry business plan goals, applicable provincial legislation and regulations, School Capital Manual, Education Design Standards, Funding Manual for School Authorities.

As this position reports to the Major Capital Project Manager, the Capital Planning Program Analyst can seek additional guidance from the supervisor, as well as other colleagues in the Capital Planning team of managers and analysts, and colleagues in the Department of Infrastructure.

Direct or indirect impacts of decisions:

The work performed by the Capital Planning Project Analyst affects the ability of senior Ministry and government representatives to make decisions regarding scheduling and funding requirements for planning, constructing, maintaining, preserving, evaluating and monitoring provincial school facilities.

Several significant stakeholder groups outside of government have high expectations for superior performance and results in relation to the school facilities capital program, including the public, elected officials, communities and municipal governments. School boards, communities, municipalities and the public are affected by decisions to close, build, modify or expand school facilities, decisions that the Capital Planning Project Analyst has input into and form future recommendations.

The position provides comprehensive services including options identification, project management, relationship building and engagement expertise. The Analyst has direct and significant influence on the development of productive relationships for the identification and clarification of issues and developing effective solutions for achievement of outcomes.

## Key Relationships

Major stakeholders and purpose of interactions:

### Internal

Capital Planning Project Analysts, Major Capital Programs Manager, Capital Programs Director, Capital Planning Executive Director - ongoing and as required. Collaborate; receive direction; provide information and recommendations to address issues and achieve results.

Senior representatives of the branch, sector, division, ministry - ongoing and as required. Share information; seek and provide advice; facilitate connections to other areas; leverage resources to identify efficiencies and increase effectiveness; build collaborative relationships.

**External**

Senior representatives of other ministries (e.g., Infrastructure, Treasury Board and Finance, etc.), school authorities, provincial and community-based organizations - ongoing and as required.

Lead, co-lead, and participate in initiatives and projects relating to cross-ministry strategies and plans, including planning, monitoring, developing, and evaluating functions; provide support for implementation of programs and initiatives that build relevant system capacity; encourage innovation and cooperation; develop partnerships and collaborative working relationships.

Parents and the public - as required. Exchange information; increase awareness, understanding and satisfaction in relation to cross-ministry strategies and plans that build system capacity to meet the education needs of students (e.g., evaluation of building condition, prioritization criteria).

**Required Education, Experience and Technical Competencies**

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

If other, specify:

**Demonstrated competencies in research, analysis, and reporting.**

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

A minimum two years of experience in the development and/or prioritization of public sector capital projects, or in urban planning and/or the assessment of the readiness of project sites, project management, research an analysis and/or communication activities, public facing projects impacting mutlidisciplinary stakeholders and/or grant programs.

Eligibility for professional membership (APEGA, APPI, PMP, AAA etc.) and good presentation and communication skills; both orally and in writing are considered assets.

The Capital Planning Project Analyst requires demonstrated knowledge of:

- a broad range of planning, engineering and construction, including RFQ/RFP evaluation.
- a broad range of Infrastructure Lifecycle Management and/or asset management.
- government strategic and policy directions and business plan goals relating to the Ministry mandate.
- ministry and ministry partner business plan goals, strategic priorities, issues, programs and resources.
- the Alberta education system.
- working in a collaborative environment with other partners and stakeholders.
- partners and stakeholders affected by the branch and Ministry mandates.
- the political environment within which the Ministry operates and decision-making processes of government.
- strong analytical, problem solving and critical analysis skills.
- ability to manage resources and time commitments of concurrent projects involving collaboration with multiple stakeholders.
- relevant legislative and policy documents including School Capital Manual, Education Act, Disposition of Property.
- regulation, relevant sections of the Municipal Government Act, New West Partnership Trade Agreement.
- other documents that guide educational practices (e.g., Guide to Education, Funding Manual).
- relevant information systems and business productivity software (e.g., Microsoft Word, Outlook, Excel; Power Point, internet).

**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		
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"> <li>• Plans based on past experience</li> <li>• Holds self and others responsible for results</li> <li>• Partners with groups to achieve outcomes</li> <li>• Aims to exceed expectations</li> </ul>	<p>This position is part of a team responsible for providing a comprehensive range of capital planning and project support services, technical and professional consultation, and assistance to clients and stakeholders. The position provides comprehensive services including advice, options identification, project management, relationship building and engagement expertise. The analyst is the lead for the technical review and assessment of the readiness of sites for the projects submitted in the three-year school capital plans submitted by jurisdictions.</p>
Develop Networks	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works on maintaining close relations with all stakeholders:</p> <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>This position applies knowledge, skills, and past experience to solve problems and provide advice to internal and external stakeholders, particularly in response to emergent issues, inquiries, dispute resolution, and questions regarding school capital planning and infrastructure. The analyst must regularly share information; seek and provide advice; facilitate connections to other areas; leverage resources to identify efficiencies and increase effectiveness; and build collaborative relationships with internal and external stakeholders, including colleagues in other branches and departments, school jurisdictions, and consultants.</p>
Systems Thinking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> <li>• Seeks insight on implications of different options</li> <li>• Analyzes long-term outcomes, focus on goals and values</li> </ul>	<p>The position is required to lead, co-lead, and participate in initiatives and projects relating to cross-ministry strategies and plans, including planning, monitoring, developing, and evaluating functions; provide advice and support for implementation of programs and initiatives that build</p>

