

New

Ministry

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Senior Strategic Accommodation Advisor and Capital Planner

Requested Class

Program Services 3

Job Focus

Corporate Services

Supervisory Level

01 - Yes Supervisory

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:

The Senior Strategic Accommodation Advisor and Capital Planner (SSAACP) plays a pivotal role in driving the development, oversight, and strategic implementation of accommodation and capital projects for the Ministry. The position ensures alignment with the complex operational and future needs of the Ministry, balancing operational priorities with budget constraints and maximizing the effective use of government-owned and lease spaces. Reporting to the Manager, Strategic Accommodations, the SSAACP engages with key internal stakeholders and external clients (including senior executives, government departments, contractors, and vendors) to ensure solutions meet evolving program needs, security standards and business objectives. This role is instrumental in shaping and overseeing infrastructure plans to support the Ministry's long-term strategic goals.

Responsibilities

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

Under the direction of the Manager, Strategic Accommodations, the incumbent will be the primary accommodation contact for Seniors, Community and Social Services (SCSS) portfolios including regional offices, corporate offices, Executive Leadership and our client facing programs.

Responsibilities:

1. Strategic Consultation and Solution Development:

As the primary accommodation expert for the SCSS Portfolio, including high-priority client-facing and direct care sites, the SSAACP leads cross-functional consultation to craft long-term accommodation solutions.

Activities:

- Provide expert-level guidance to stakeholders at all levels, including senior leadership and external contractors, on infrastructure planning and strategic program delivery.
- Develop creative, forward-thinking accommodation solutions that align with both the Ministry's immediate needs and its long-term operational goals.
- Assess and communicate risks, opportunities, and impacts of accommodation decisions to stakeholders, ensuring the alignment of the accommodation strategy with overarching Ministry priorities.
- Organize, lead, and facilitate regular meetings and site visits with internal stakeholders and external clients to discuss and resolve accommodation requests and challenges. Conduct inspections across various buildings throughout the province to ensure program delivery spaces are functional and efficiently utilized. Identify issues and develop proactive solutions to address on-site challenges.
- Actively collaborate with the Senior Emergency Planning Officer on matters related to, emergency response, business continuity, and accommodations, ensuring comprehensive preparedness and risk management. This includes contributing to the development and implementation of emergency plans, coordinating response efforts, and facilitating the seamless transition to alternate workspaces as part of corporate business continuity strategies. By pro-actively identifying and coordinating suitable alternate spaces, we help maintain operational stability and minimize disruptions during unforeseen events.
- Deliver weekly accommodation updates to executives, ensuring clear and timely communication—particularly when delays in priority projects may affect program delivery.
- Implement robust change management practices, including the use of effective communication tools, to keep impacted staff informed of upcoming projects, timelines, and opportunities to provide input.
- Engage with internal stakeholders and external clients to gather and share information regarding accommodation needs, including those related to organizational growth, program changes, and health and safety concerns.

2. Leadership in Strategic Planning and Project Implementation:

The SSAACP takes charge of high-level accommodation strategies and the effective management of resources across multiple program areas.

Activities:

- Leading the development of strategic plans and project scope for accommodation solutions, maximizing cost efficiency through consolidation, lease optimization, and cross-program collaboration.
- Independently overseeing the design, implementation, and performance evaluation of accommodation projects, ensuring they meet stringent budget, timeline, and functional requirements.
- Leading negotiations and consensus-building efforts from external clients and internal stakeholders to resolve complex conflicts related to space requirements and operational needs.
- Delivering detailed reports, action request responses, ministerial briefings, and presentations to executive leadership up to Deputy Minister level, including the preparation of recommendations for Ministerial consideration.
- Determine furniture and equipment needs for program areas, submit requests on their behalf, and collaborate with Infrastructure to ensure the acquisition process remains compliant with all relevant guidelines and mandates.
- Develop comprehensive project documentation outlining the approved scope and timeline, providing clear instructions to internal stakeholders, including project management and inventory teams. Secure formal approval from the program area for the proposed accommodation solution or project, which may include

concept drawings and technical details.

- Ensure engagement strategies are inclusive, barrier-free, and culturally sensitive, addressing the diverse needs of client groups and partners (e.g., co-located ministries, staff requiring accessibility or cultural accommodations).
- Assist in the annual preparation of the ministry's RMI Inventory submission by collaborating with the Facilities Coordinator to identify and compile relevant accommodation-related data.
- Coordinate and process RMI property claims when ministry-owned furniture or property is damaged or impacted.
- Provide support to the Senior Emergency Planning Officer in responding to hazards or threats that affect ministry staff.

3. Project Oversight and Execution:

With autonomy, the SSAACP oversees the full life-cycle of accommodation projects from inception through completion, ensuring adherence to program specifications and organizational standards.

Activities:

- Ensuring the seamless execution of accommodation projects, working with contractors, consultants, and internal teams to deliver outcomes aligned with Ministry needs.
- Leading the development and implementation of policies and processes that enhance project delivery while maintaining compliance with internal standards and government regulations.
- Taking ownership of the coordination of resources, managing complex timelines, and ensuring that accommodation projects stay within approved budgets.

4. Financial Oversight and Budget Management:

The SSAACP will lead cost analysis and budget management, ensuring financial sustainability and effective use of resources.

Activities:

- Provide strategic financial oversight on accommodation projects, ensuring cost-efficiency through cost-benefit analysis, budget forecasting, and resource allocation.
- Take a lead role in the preparation of annual Departmental Capital Investment submissions, providing expert financial insights and identifying cost-saving opportunities that align with strategic goals.
- Collaborate with key stakeholders in budget development, ensuring alignment with Ministry objectives and adherence to approved funding allocations.
- Assist in developing the annual operational accommodation budget by evaluating cost estimates, assessing budget requests, and prioritizing submissions to ensure efficient resource allocation.

5. Policy and Standards Leadership:

The SSAACP leads the development and implementation of Ministry-specific design guidelines, furniture standards, and security protocols.

- Working with security advisors, stakeholders, and planning teams to establish and enforce security, environmental, and functional design standards across SCSS facilities.
- Driving the implementation of innovative design solutions and environmental branding, improving program delivery spaces while ensuring consistency across the Ministry's accommodation portfolio.

Problem Solving

Typical problems solved:

The Senior Strategic Accommodation Advisor and Capital Planner applies high-level critical thinking to address complex accommodation challenges, providing expert recommendations and driving decision-making that impacts the Ministry's core business. Being able to recognize the complexities and interdisciplinary nature of issues is paramount to successful dispute resolution, as failure to resolve issues can result in the escalation of conflict and strain relations between the ministry and other entities.

Key tasks include:

- Solving complex, multi-stakeholder accommodation issues by developing innovative, data-driven solutions that optimize space utilization and minimize costs.
- Managing risk by identifying potential obstacles and pro-actively developing risk mitigation strategies.
- Navigating conflicts across Ministries, balancing competing priorities and negotiating resolutions to ensure successful project delivery.
- Coordinate problem resolution arising from unforeseen changes in client and corporate requirements that affect the approved scope of work. Engage with stakeholders to address issues and adjust the scope as needed to align with new requirements
- Designing engagement, training and communication approaches that balance staff needs, organizational changes, external client pressures and the priorities for the department.
- Due to limited budgets, accommodation projects will need to be prioritized according to their perceived urgency. The incumbent must be able to recommend prioritization based on multiple and often complex factors/ circumstances.

Types of guidance available for problem solving:

This position operates with a high degree of autonomy and requires minimal supervision. While guidance is available from Manager, Strategic Accommodations, and is available for complex issues or policy interpretation, the Senior Strategic Accommodation Advisor and Capital Planner is expected to independently manage projects, lead cross-functional teams, and act as a subject-matter expert in accommodation planning and implementation. While the Planner operates under the general direction of the Manager, the incumbent has the flexibility to take the necessary steps to meet the ministry's needs and ensure quality and timely services.

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

- Finance Administration Act
- Government Organization Act
- Freedom of Information and Protection of Privacy Act (FOIP Act)
- Occupational Health and Safety Act
- Public Works Act
- Alberta Building Code
- Direct Purchase Regulation/Direct Purchase Administrative Practices
- Maintaining Security of Government Data
- Policy for Disk Wiping Surplus Computers
- Physical Security Guidelines and Standard for GOA Facilities
- Infrastructure Roles & Responsibilities Guidelines
- Infrastructure Restrictive Workspace Policy
- Infrastructure Technical Design Requirements

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

Direct or indirect impacts of decisions:

Decisions made by the Senior Strategic Accommodation Advisor and Capital Planner have a direct impact on the Ministry's ability to deliver services efficiently. Incorrect decisions could negatively impact project time lines causing project delays that could further disrupt business areas and increase project costs. The role influences the strategic direction of infrastructure planning and directly impacts the Ministry's long-term plans and budget allocation, the efficacy of its program delivery, and the sustainability of its accommodation solutions. By optimizing space and leading capital projects, the Senior Strategic Accommodation Advisor and Capital Planner contributes significantly to achieving the Ministry's business plan goals. Due to limited budgets, accommodation projects will need to be prioritized according to their perceived urgency. The incumbent must be able to recommend prioritization 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.

Key Relationships

Major stakeholders and purpose of interactions:

Internal To Department

Manager, Strategic Accommodations: Provides updates on accommodation initiatives and provides guidance and feedback as needed.

EMASS unit: Daily, ongoing collaboration with EMASS staff, exchanging information and coordinating efforts as part of the team to aligned and support the goals for the unit. Works with Corporate Security Advisors as well as Emergency Management Team to provide support when emergencies and security issues arise.

Divisional / Program Staff: Daily, ongoing collaboration throughout the week. The Senior Strategic Accommodation Advisor and Capital Planner engages with all divisions to provide guidance and advice on accommodation matters, provides direction and support on active projects, assess accommodation and facility needs while serving as a branch representative.

Executive Team members and Senior Management: Provides strategic advice on recommendations on current and future accommodation needs. Weekly communication updates on high priority projects as well as any issues that may need to be brought forward for executive support.

External To Department

Infrastructure: The Senior Strategic Accommodation Advisor and Capital Planner collaborates with Infrastructure to plan and execute accommodation and capital projects.

Technology and Innovation: Works closely with Technical experts in T&I to plan accommodation projects.

External service providers: These include total property management, building operators, acoustical engineers, architecture firms, sub consultants, furniture vendors and sub trades. Interactions occur on accommodation projects to address space requirements, project elements and 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)	Arts	Business	Other

If other, specify:

Degree or Diploma in related field (preference for Interior Design or architecture)

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

In addition, at least 4 years of related experience in functional space planning, construction management and procurement.

- Strong understanding of government structures, initiatives, policies and procedures in order to effectively communicate/represent/anticipate program accommodation needs.
- Knowledge of all Ministry program accommodation initiatives, policies and requirements developed and maintained through consultation with other internal stakeholders.
- Knowledge of political relationships and changing dynamics impacting the Ministry and its programs.
- Detailed knowledge and experience related to technical aspects of accommodation (such as mechanical, electrical, structural/architectural limitations, construction terminology, project processes). This is critical as there are numerous issues which will require the incumbent to have the skills and ability to resolve and give direction to the project team.
- Specific knowledge of government and departmental processes, standards, policies and procedures, procurement policies and limitations and resources regarding government accommodation.
- Well-developed analytical, decision making, time management, front-end project planning; small project management, and group leadership skills.
- Strong interpersonal skills to facilitate team-building through client and stakeholder interaction as well as the ability to recognize potential conflicts, opportunities and communicate them appropriately.
- Strong verbal and written communication skills in order to deal with different levels of government, contracted agencies and non-government personnel and to draft Ministerial correspondence.

- Strong organizational skills to deal with a multitude of competing requests for attention and funding.
- Proficient in AutoCAD, Microsoft Office programs including M365, Teams and SharePoint online. Knowledge and experience with Crime Prevention Through Environmental Design would be an asset
- Candidates must have a valid driver's license, as travel is a requirement of this role.

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		
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Engages the community and resources at hand to address issues: <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 	
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Identifies and manages required change and the associated risks: <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes and delegates responsibility for outcomes: <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 	

		<ul style="list-style-type: none"> • Reaches goals consistent with APS direction 	
Develop Networks	○ ○ ● ○ ○	Leverages relationships to build input and perspective: <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	
Systems Thinking	○ ○ ● ○ ○	Takes a long-term view towards organization's objectives and how to achieve them: <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 	

Benchmarks

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