

New

Ministry

Health

Describe: Basic Job Details

Position

Position ID

50085638

Position Name (30 characters)

Senior Capital Planner

Requested Class

Program Services 4

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Finance, Capital Planning/Central

☒ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Manager, Capital Planning

Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Ministry of Hospital and Surgical Health Services (HSHS) provides health capital policy direction and capital planning oversight for the development, renovation, and maintenance of facilities and infrastructure needed to support the delivery of publicly funded health programs and services. In order to do so, HSHS advances discussions, actions, deliverables and decisions for proposed and approved health capital initiatives and develops priorities and recommendations for strategic capital funding, in consultation with Alberta Infrastructure.

The Capital Planning Branch is part of the Finance Division which provides leadership and guidance on health capital and facilities planning to other divisions in HSHS, health sector coordinating organizations, Alberta Infrastructure, Treasury Board and Finance, and organizations that deliver publicly funded health programs and services.

Health capital planning representatives review, prepare, recommend and/or provide direction regarding the deliverables necessary to advance health capital initiatives and liaise and/or collaborate with a variety of stakeholders within Alberta's health care system to advance capital planning.

Reporting to the Manager, the Senior Capital Planner is responsible for providing planning support to the Health Facilities Planning Branch through a collaborative team approach by working with Health Service

Providers and Alberta Infrastructure to support the development of planning documents, including service planning, needs assessments, business cases, functional programming and other project documents.

The Senior Capital Planner will ensure that projects are in alignment with Ministry priorities, goals, objectives and strategic directions. This position is responsible for analyzing capital plans, master plans, service plans, needs assessments, business cases and programming studies. As well as preparing recommendations for the approval of planning documents via briefings and written responses through Action Requests.

The Senior Capital Planner supports the Manager and/or Director in the planning of projects and preparing the HSHS submission into the government capital planning process. This position provides support, as needed, related to project announcements, news releases, government correspondence, capital plan announcements, request for additional project funding and other similar events by preparing the required documents.

The Senior Capital Planner participates on project committees and sub-committees, and management teams to ensure compliance with HSHS policy, standards and guidelines. The Senior Capital Planner will monitor project development and report on projects, as well as identify issues and recommend solutions to advance the projects.

The Senior Capital Planner works collaboratively with a wide range of stakeholders to facilitate information exchange, resolve issues and support coordinated capital planning.

Responsibilities

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

1. Provide support for the development of project needs assessments and business case documents, ensuring all planning deliverables meet Ministry guidelines and align with departmental priorities:
 - Under the direction of the Manager and/or Director, work with Health Service Providers and Alberta Infrastructure to develop the planning documents for individual projects. Ensure all options have been considered and projects are in alignment with Ministry priorities, goals, objectives and strategic directions.
 - Analyze the planning documents and show linkages to Ministry business plans, action plans and service objectives. Under the guidance of management, prepare recommendations for the options and/or approval of planning documents compliant with provincial guidelines.
 - Support the annual government capital planning process.
 - Attend planning and project meetings.
2. Provide support for the development of project programming studies, capital programs and participate in collaborative monitoring of capital projects:
 - After the approval of the project, assist with the development of the programming study.
 - Analyze completed programming studies for alignment with Ministry goals and objectives. Prepare recommendation for the approval of the programming study.
 - Monitor project milestones and performance to maintain adherence to the Ministry's strategic objectives, standards and approved planning frameworks.
3. Prepare briefings, ministerial correspondence and responses to public inquiries on a wide range of issues:
 - Communicate the Ministry's position on project planning policy, legislation and process.
 - Report the status of projects.
 - Provide interpretations on government and Ministry planning policy and guidelines.
 - Support the implementation and on-going success of the health capital planning process as articulated in the Health Facilities Capital Program Manual.
4. Provide support in developing the HSHS annual capital planning submission.
 - Support the review and evaluation of health authority long-term capital plans by analyzing trends and issues

as they relate to the provincial capital planning framework, identify gaps between the long term capital plans and government's strategic directions and priorities, and recommend approaches to align plans with the government's strategic direction.

- Support the development of the annual HSHS submission to the provincial health capital planning process including the application of guidelines and capital rating criteria to assigned capital project requests, preparation of project rating forms and supporting documentation, and presentation of priority projects.

5. Participate in planning and project committees.

- Support the Ministry through participation in planning, technical and other health and project related committees.

6. Grant Management Support

- Support the preparations of grant funding agreements with health service providers, health system stakeholders etc
- Supports the management of grants as per financial policies established by HSHS.

Problem Solving

Typical problems solved:

In their role, the Senior Capital Planner is tasked with navigating complex challenges, often in situations where precedents are sparse and clear guidelines are needed. They must adeptly communicate and implement ministry and government policies for capital projects, ensuring a comprehensive understanding and application among all stakeholders. This involves a meticulous assessment of infrastructure options, requiring a balanced consideration of feasibility, cost, and long-term sustainability.

The Senior Capital Planner is expected to employ innovative and creative problem-solving skills, especially when faced with barriers that demand solutions beyond conventional approaches. This could involve exploring and adapting strategies that have proven effective in other jurisdictions or projects, underscoring the need for a broad perspective and an openness to learning from external experiences.

Moreover, the role demands a high degree of fiscal responsibility, ensuring that solutions not only meet the immediate project requirements but also align with the overarching financial strategies and constraints of the department. The Capital Planner must work collaboratively, often acting as a facilitator among diverse stakeholder groups to ensure project proposals are well understood and evaluated.

In instances where unique challenges arise, for which historical approaches offer little guidance, the Capital Planner is supported by a framework of documented practices and procedures. However, the onus remains on their ability to think critically and adaptively, drawing on their professional acumen and the collective insights of their team and superiors, including the Manager and/or Director.

The Senior Capital Planner is tasked with the responsibility of ensuring that capital projects align with Ministry and government policies, requiring a high degree of communication and influence to maintain consistency with strategic priorities. This role demands a nuanced understanding of health authorities' needs, pushing for alignment within the provincial capital planning framework. The Senior Capital Planner must navigate complex stakeholder landscapes, advocating for coherent project planning that reflects the government's vision.

Furthermore, the Senior Capital Planner engages in rigorous research and comparative analysis to underpin the negotiation and justification of capital projects. This involves a detailed assessment of workload, staffing, and spatial requirements, ensuring that all business, operational, and infrastructure options are thoroughly explored. In environments lacking clear precedents, the Senior Capital Planner must employ innovative and fiscally responsible solutions, supporting senior management in navigating the capital planning process effectively.

The role requires a high degree of analytical judgment, with the ability to evaluate options, balance feasibility

and long term sustainability and recommend solutions that reflect Ministry priorities.

Types of guidance available for problem solving:

The Senior Capital Planner is equipped with a variety of support mechanisms to navigate the complexities of project planning. Guidance comes from the collaborative insights of executive leadership and management teams, ensuring that the Senior Capital Planner is well-informed about the planning process and key success factors. This foundation enables the Senior Capital Planner to work effectively within a team, finding common ground among diverse stakeholder interests and advancing projects through critical stages.

Additionally, the role benefits from established relationships across various sectors, including health authorities and government ministries. These connections, along with committee collaborations, provide a dynamic support system for problem-solving, ensuring that health goals are seamlessly integrated into infrastructure plans. This structured approach not only enhances stakeholder engagement but also ensures fiscal responsibility and alignment with broader health service outcomes.

This position functions within the context of policies, procedures, statutes, directives and guidelines developed by Treasury Board, Cabinet, HSHS and other ministries. The Senior Capital Planner functions within the context of agreements and expectations between Alberta Infrastructure and HSHS. Key pieces of legislation include Alberta Health Act, Financial Administration Act, Government Organization Act, Public Service Act, Government Accountability Act, Access to Information Act and Protection of Privacy Act.

It should be expected that legislative and governance changes could be implemented from time to time and the Manager and/or Director shall adapt process and expectations accordingly.

The Senior Capital Planner works closely with the Manager and/or Director to provide input. The Manager and/or Director assigns accountabilities and is available for consultation and guidance as necessary. The Senior Capital Planner also receives direction from the Executive Director, and other senior Ministry representatives.

Direct or indirect impacts of decisions:

The Senior Capital Planner will directly influencing the alignment of infrastructure development with specific health goals and objectives. This strategic alignment ensures that every project undertaken not only meets immediate health service needs but also contributes to long-term health outcomes and targets, optimizing resource allocation and enhancing the value delivered to both the government and taxpayers.

Indirectly, the Senior Capital Planner's role fosters a more disciplined approach to planning and project approval, which can influence projects with capital costs in the billions. By providing clear direction and support, the Senior Capital Planner contributes to effective scoping, resource optimization and sound decision making throughout the planning process. Additionally, their work significantly enhances stakeholder engagement and relationship building, crucial for the successful implementation of large-scale health infrastructure projects.

Key Relationships

Major stakeholders and purpose of interactions:

INTERNAL

Manager and/or Director, Capital Planning - daily

- Reports to and receives direction.
- Provides information and advice on policy, project and program issues and capital planning deliverables (needs assessments, business cases, etc.) and coordinates issue resolution.

Executive Director - As required

- Provides expertise and updates on health capital planning activities including project updates, policy development, and progress on required capital planning deliverables.

Senior Capital Planner and Capital Planner- regularly

- Information sharing and collaboration on issues and initiatives.

Other program areas in the Ministry of HSHS - As required

- Provides and/or obtains information and advice on policy matters and correspondence.

Executive Team, Deputy Minister, Minister, or designates - as required

- Draft correspondences and briefings and provide/confirm information.
- Provide advice and recommendations.

Alberta Infrastructure staff - daily/weekly

- Provide direction.
- Exchange information.
- Support, consult and/or inform as per capital planning policies and procedures.

Other ministries - as required

- Exchange information with other ministries (in particular Mental Health and Addiction; Assisted Living and Social Services; Advanced Education).
- Collaborate as necessary to develop systems, standards, policies, or practices in support of Ministry capital planning or funding.

EXTERNAL

Health Service providers - As required

- Provide direction.
- Exchange information.
- Support, consult and/or inform as per capital planning policies and procedures.

Consultants - regularly

- Exchange information in the development of business cases or design as required.

Committees/Working Groups - weekly/monthly

- Support a wide variety of health project specific and planning process committees and working groups.
- Participate in or support a variety of meetings related health planning and health initiatives.
- Participate in or support meetings related to government operations.

Other stakeholders in the health system - as required

- Provide accurate information on a timely basis.

Required Education, Experience and Technical Competencies

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

If other, specify:

A Bachelors in planning, business, architecture, health administration or related field

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

Minimum Recruitment requirement:

- University degree in planning, business, architecture, health administration or a related field; or equivalent as described below and a minimum of four (4) years of progressively responsible experience in capital planning, infrastructure planning, or a related field.

Equivalency: Directly related education or experience considered on the basis of:

- 1 year of education for 1 year of experience;

Job-specific experience:

- Working experience in the public health sector or a consulting role supporting the health sector
- Knowledge and/or experience of building design and construction
- Experience of space and/or equipment planning ideally within a health care setting
- Strong experience in health care systems planning, policy development and analysis
- Demonstrated experience in developing process and procedures, including templates and input forms, to support capital planning process
- Experience in writing, supervising or managing the preparation of business cases and/or programming studies
- Experience in writing various documents including reports, briefings, reviews, and official correspondence

Assets:

- Knowledgeable in government legislation and regulatory frameworks
- Knowledge of strategic and capital planning priorities
- Ability to employ critical thinking methodologies to capital planning policies and processes
- Experience developing and implementing creative and innovative approaches to solve complex problems
- Interpersonal, collaboration, leadership, influencing and negotiation skills to facilitate conflict resolution, manage competing priorities and interests, and develop and maintain relationships with stakeholders and partners

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		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <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 	The position requires daily interaction with multiple stakeholders to exchange information on urgent issues.
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <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 	<p>Position will encounter questions and situations without precedence in previous projects.</p> <p>The ability to adapt to changing situations is required.</p>

		problems while addressing risks	
Drive for Results	○ ○ ● ○ ○	<p>Takes and delegates responsibility for outcomes:</p> <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 • Reaches goals consistent with APS direction 	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations
Agility	○ ○ ○ ● ○	<p>Proactively incorporates change into processes:</p> <ul style="list-style-type: none"> • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices 	<p>Works in a dynamic environment where priorities change on a short notice.</p>

Benchmarks

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

024PS61, 024PS62

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.