

New

Ministry

Mental Health and Addiction

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Manager, Capital Projects

Requested Class

Manager (Zone 2)

Job Focus

Operations/Program

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Financial Services, Capital Projects and Planning



Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Dir, Capital Projects

Supervisor's Current Class

Senior Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The position leads a team that is responsible for implementation of capital initiatives in support of ministry and Government of Alberta (GoA) goals and priorities for the addiction and mental health system. Responsibilities include coordination in the capital planning process and delivering approved capital projects, typically led by Alberta Infrastructure, from planning phase to construction and subsequently to hand-over to operations. This includes providing consolidated inputs into design of facilities from both a technical and program-focused perspective.

The Manager builds strong working relationships with multiple internal and external stakeholders and provides advice and support to ministry leaders, other government sectors, and other affiliated stakeholders, both inside and outside the healthcare system. Senior and executive ministry leaders rely on the analysis of issues and opportunities, and related recommendations developed by the Manager to support decision making. The Manager provides subject-matter-expertise to shape procedures and policies that govern capital delivery for the ministry (e.g., operating procedures, project management best-practices, input into governance).

This position manages a team and works closely other units and branches to achieve Division and Ministry priorities.

Responsibilities

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

Capital Planning Coordination

- Coordinate and engage internal and external stakeholders in the capital planning process (e.g., Needs Assessment, Clinical Service Plans, Business Case, budget submissions, scope confirmation reports) to identify recommendations and submissions to be brought forward for approval.
- Liaise with stakeholders (e.g., Recovery Alberta, Infrastructure, Health, AHS, and other health service providers) to ensure project capital planning documents are comprehensive and address program delivery needs identified.
- Support the development of capital project planning and design documentation through participation on steering committees providing expertise on design standards, best practices.
- Manage projects in delivery phase from program ministry point of view working closely with other ministries and stakeholders.
- Lead development of quality policy and program decision-making materials, such as Request for Decision materials and Minister's Reports, and shepherd through approvals and endorsement.
- Work with other branch, division and ministry units and various stakeholder groups to ensure knowledge from past and current projects influences the development of future projects.
- Procure services and manage the work of consultants to develop project planning documentation as needed.
- Manage the assessment, analysis and development of recommendation and reports for senior department representatives on AHS' long-term capital plans.

Capital Project Monitoring

- Manage compliance monitoring and updates on the current project status to support effective communication with various internal and external clients/stakeholders and ensure potential impacts of project completion timelines are identified.
- Lead the development and distribution of timely and accurate reports to senior and executive leaders highlighting progress of projects, linkages and issues, and related policy decisions.
- Ensure common and rigorous process and standards are applied to all projects in alignment with ministry and GoA requirements and provincial priorities (e.g., Infrastructure Act, Recovery Oriented Systems of Care).
- Manage the interpretation and communication of relevant Government and department policies, regulations, standards, processes, initiatives, and expectations as they relate to capital development initiatives.
- Manage research, analysis, and preparation of summaries with recommendations for decision-makers on issues with capital implications.
- Participate in the management and reallocation of capital allocations to accommodate ad hoc and emergent impacts to the overall budget.
- Lead the development of recommendations and required documentation for the Government and department annual budget processes.

Grant and Contract Management

- Develop and monitor funding allocations for grants or contracts to partners, community agencies, Alberta Health Services, professional associations, and external consultants.
- Participate in developing procurement documents and contracts according to Ministry and branch requirements, ensuring alignment and linkages to ministry and GoA priorities.
- Monitor contracts in accordance with the terms and conditions of the funding agreements (e.g., financial allocations, project milestones, reporting requirements) to ensure foster consistent, fair, and objective process.

Stakeholder Relationship Management

- Liaise with internal and external stakeholders and partners to foster trusted relationships and open communication across capital policy and program initiatives.
- Lead and participate in frequent cross-ministry committees, provincial consortiums, coordinating committees, working groups and partnerships to minimize duplication, pool resources to maximize impact and produce and develop the best possible solutions and products to address provincial priorities for Recovery Communities.
- Coordinate, chair, and support as needed committees and sub-committees associated with the Ministry's needs.
- Represent the Ministry in answering stakeholder enquiries and facilitate meetings with stakeholders, key Ministry representatives and other provincial and/or federal stakeholders.
- Manage stakeholder consultation to determine stakeholder challenges, needs, and inputs into capital planning

processes.

- Represent Ministry and provincial perspectives and priorities on interprovincial and national committees, working groups and projects to foster integrated approaches for developing broader addiction and mental health policy options.
- Maintain awareness of current and emerging trends related to health facility planning and development across the province.

Team Leadership

The team achieves its business goals in alignment with unit and branch priorities within a positive team environment.

- Complete performance management, performance review, and recruitment for all direct reporting positions.
- Coach and mentor the team staff, creating an organizational culture that embraces innovation and best practices and holistic and strategic thinking about team functions and how they impact current and future ministry priorities and operations.
- Develop and implement operations plans in alignment with branch plans and department priorities, monitoring and adjusting coverage and work assignment to meet unit priorities.
- Ensure rigor and alignment with ministry and GoA frameworks in all team activities.
- Account for team financial and human resources.
- Review and approve various reports and responses (e.g., Action Requests, Briefing Notes) prior to submission to the Director.

Unit and Branch Leadership Support

Senior leaders are supported in achieving the mandate and goals of the Unit and Branch.

- Provide input and recommendations relating to issues, opportunities, and challenges associated with department programs and functions.
- Research and create briefings, draft policy and strategic documents, reports and other materials in response to requests from senior and executive leaders, news reports and release of major research studies.
- Collaborate with department staff to ensure coordination and integration of activities and promote collaboration within the ministry and with system stakeholders.
- Develop recommendations to support continual improvement of addiction and mental health and maintain awareness of associated processes, tools, and best practices that can be tailored to meet branch requirements.
- Serve as acting Director as needed.

Problem Solving

Typical problems solved:

- Capital planning and related infrastructure projects for mental health and addiction care service delivery is dynamic and ever changing with new technologies, requiring infrastructure solutions that involve extensive research of leading-edge solutions. This role will ensure solutions identified in business cases consider the changing impacts of technologies and industry standards on the delivery of healthcare infrastructure. The Manager assess options and provides advice to senior leadership with regards to project risks and opportunities and provides analysis on planning and construction related activities including project scope, budget, and schedule.
- The mental health and addiction system is multi-faceted, covering a breadth of topics (e.g., adults with complex needs, youth, operating grants and contracts, Indigenous health, addiction and mental illness, legislation and regulations), with multiple stakeholders (e.g., community organizations, Alberta Health Services, national and international organizations, First Nation and Metis communities and organizations), and connects to several other government portfolios (e.g., infrastructure development, housing, children and family services, education, correctional services, Indigenous relations, legal services). Creativity is applied to determine how best to approach situations, which can be complex, sensitive, and have political influences. This position works toward solutions that are amenable to the ministry, government directions and priorities, and comply with the overarching ministry capital planning framework. The work involves confidential and highly sensitive information on proposed capital projects and overall capital plan information.
- Multiple concurrent capital planning projects, which are often at different stages in the planning process, are managed by this position. Initiatives such as Recovery Communities are new. The Manager must be nimble to manage within and across projects in accordance with defined project scopes to prevent unnecessary project

delays, reputational risk, and/or negative financial impacts. The Manager must be able to collaborate with units to foster overall success of the Government strategy and priority. The Manager is challenged to achieve results in alignment with broader provincial priorities while also maintaining flexibility in projects to adapt to emerging opportunities and issues and achieve Ministry and stakeholder goals.

Types of guidance available for problem solving:

Guidance is available from the Director and Executive Director, and existing GoA legislation, policy, and requirements for the programs (e.g., capital budgets, project plans, communications, process approvals, grant processes, capital planning and management processes). Indigenous perspectives, history, and culture must also be integrated into problem-solving and decision-making. The Manager must be able to situate existing challenges within the context of the broad health care systems and its interconnections, impacts to affected Albertans and other stakeholders (e.g., short-and longer-term impacts; financial and/or policy impacts) to identify potential solutions. Matters with potential for significant impact are referred to the Director and Executive Director. The Director and Executive Director also review briefings and recommendations destined for the executive level to ensure assumptions are valid and ministry goals and objectives are appropriately reflected. When addressing complex issues the Manager is expected to participate in the generation and implementation of solutions.

Direct or indirect impacts of decisions:

The work of this position has a direct impact on Alberta's ability to build and implement robust capital plans to develop and maintain infrastructure that supports from mental health and addiction services and supports in Alberta (e.g., Recovery Communities). The Manager works closely with Infrastructure, AHS, and other stakeholders to ensure proposed and approved capital mental health and projects are properly estimated and project planning documentation incorporate health program delivery needs. Contributions to the strategic development of the ministry Capital Plan result in the approval and development of health facilities that meet Albertans needs.

The work of the Manager has a direct impact the success of the team and shapes the successful achievement of unit and branch objectives.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

- Team Staff - Manage team operations; provide coaching and guidance to staff.
- Managers and Directors across the branch - provide advice and recommendation and status updates on capital planning and project implementation; raise awareness to strategic opportunities and significant threats and identify potential solutions; collaborate across units on common initiatives; provide capital planning advice to other units support the Director's work on broader branch initiatives that connect to the team.
- Executive Director, Financial Services and Corporate Planning, and Senior Financial Officer - Respond to queries; provide recommendations on projects, policy, and legislation issues; support the Executive Director's work on broader branch initiatives that connect to the branch.
- Other units across the department - Share experiences and information to foster a broader knowledge base and comprehensive approach in all project areas; access expertise in other areas; provide advice and capital planning perspectives; engage as part of committees.
- Other provincial ministries - collaborate on long-term planning and business case development, provide technical advice, and respond to inquiries; participate on cross- ministry committees; review materials and provide advice and branch perspectives; engage as part of committees; work closely with Infrastructure directors, project teams, and technical and cost management staff from other branches to provide/gather information related to planning, design, construction, costing, etc.
- Department Corporate Services - Engage services to meet team operational needs; coordinate communications on policy and legislation projects as needed.
- GoA entities involved in contract and grant and approval - Prepare documents and responses to queries; shepherd grant agreements through approval channels; manage contract administration processes.

External

- Recovery Alberta and AHS officials, clinicians and other stakeholders and service providers that will operate the

facilities - provide information and recommendations regarding health facilities capital projects and capital planning.

- Professional organizations contracted to support capital planning processes (e.g., architectural and engineering consultants - coordinate and direct consultants retained to prepare project planning documentation.
- Addiction and Mental Health providers that are granted funding to delivery MHA programs (e.g, Recovery Community Operators).
- First Nations leaders, community and organization leaders, Indigenous rights holders, and Elders - sustain working relationships and partnerships to support capital planning; respond to queries.
- Peers in other provinces - Seek input/consultation leading practices; represent ministry perspectives on related strategy initiatives; share information.
- Provincial Consortiums / Committees - Provision of the ministry perspective and foster alignment of diverse agendas; maintain productive relationships.

Required Education, Experience and Technical Competencies

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

If other, specify:

Related field including business, social sciences, public administration, engineering etc.

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

Experience

- Experience in capital planning, property management, facility operations.
- Experience with project planning, project management, building construction.
- Several years' progressive experience in a related area, preferably in the health sector.
- Experience working in a complex, inter-connected, multi-stakeholder is an asset.

Technical Competencies, certification and/or training

- Comprehensive knowledge of GoA and ministry capital planning policy, processes, and documentation.
- Knowledge of relevant legislation and ministry priorities in relation to addiction and mental health (e.g., *Mental Health Act*, *Mental Health Services Protection Act*, *Protection of Children Using Drugs Act*).
- Knowledge of Alberta 's addiction and mental health care system structures and accountabilities, programs, and services.
- Knowledge of the inter-connections between the addiction and mental health system with other facets of the healthcare system and broader social and economic issues (e.g., housing, poverty).
- Thorough knowledge of the GoA priorities and plans for the addiction and mental health system (e.g., Recovery Oriented Systems of Care).
- Well-developed project management skills.
- Sound political acumen.
- Proven ability to establish positive working relationships with a wide variety of stakeholders and demonstrated success in managing complex issues, with competing priorities, while still achieving positive results. The individual must be knowledgeable and capable to represent the government requirements to a variety of stakeholders in a credible and professional manner.
- Self-directed with the ability to work independently and collaboratively with others to achieve joint, high-quality outputs in a timely fashion.
- Ability to work strategically and to assist in the management of a wide variety of issues, mobilizing resources and finding innovative solutions to complex issues and problems.
- Ability to foster trusting and dependable working relationships with other stakeholders.
- Strategic thinking, excellent analytical skills and a strong grasp of detail in order to assimilate and assess complex issues and situations and propose appropriate solutions and recommendations.
- Highly developed interpersonal, and conceptual skills, as well as strong written and verbal communication skills to clarify, identify and communicate issues and ideas to others.
- Ability to work under pressure with many competing priorities.
- Flexible and adaptable to adjust to and respond to changes in direction in short time frames.

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 	<p>Seek information and analyze long-term outcomes; focus on the goals and values in addition to the process. Identify unintended consequences of a plan. Consistently take a holistic and long-term view of challenges and opportunities at multiple levels across related areas.</p>
Develop Self and Others	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Plans according to career goals and regular development:</p> <ul style="list-style-type: none"> • Aligns personal goals with career goals • Leverages strengths; attempts stretch goals • Provides feedback and openly discusses team performance • Values team diversity, and supports personal development 	<p>Support the development of others by providing specific, constructive, timely and regular feedback. Recognize and value the diversity of knowledge, skills, and abilities, making the best use of those talents.</p>
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<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>Identify underlying causes for success or lack of success and take action to ensure future success. Hold self and others accountable for achieving results and agreed upon targets. Identify and acts on opportunities to partner with other groups to achieve desired outcomes.</p>
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and 	<p>Engage others to think broadly about impacts or projects; bring together different perspectives and encourage debate. Promote collaborate and positive</p>

		works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment	relationships within and across groups and build commitment to reach desired results. Foster trusting and dependable working relationships with other jurisdictions/stakeholders.
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Benchmarks

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

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.

_____	_____	_____
Employee Name	Date yyyy-mm-dd	Employee Signature

_____	_____	_____
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature

_____	_____	_____
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature

_____	_____	_____
ADM Name	Date yyyy-mm-dd	ADM Signature

_____	_____	_____
DM Name	Date yyyy-mm-dd	DM Signature