

Public (when completed)

Common Government

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New

Ministry

Treasury Board and Finance

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Capital Spending Analyst

Requested Class

Budget Officer Level 2

Job Focus

Corporate Services



Supervisory Level

00 - No Supervision

Agency (ministry) code [?](#)

Cost Centre



Program Code: (enter if required)



Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Treasury Board Secretariat



Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

[Redacted]

Mgr, Capital Spending

[Redacted]

Design: Identify Job Duties and Value

Job Purpose and Organizational Context [?](#)

Why the job exists:

The Capital Spending Analyst plays a key role in the Government of Alberta's (GOA) capital planning and fiscal analysis functions. As the primary point of contact for assigned ministries on capital budgeting and fiscal planning matters, this position facilitates effective collaboration between Treasury Board and Finance and ministry stakeholders.

The Analyst provides strategic financial advice and analysis to senior Treasury Board and Finance officials including the President of Treasury Board and Minister of Finance. This support is delivered primarily through high-quality written briefings and analysis of ministries' current and long-term capital plan submissions. The role involves both proactive planning activities and responsive analysis to address emerging issues affecting assigned ministries.

As part of a team responsible for delivering a comprehensive range of capital planning and financial management services, the Analyst works closely with ministry representatives to ensure consistent understanding and application of capital planning, fiscal plan budgeting, and forecasting processes. The

position also collaborates with colleagues in the Treasury Board Secretariat to provide financial reporting and analysis related to the Fiscal Plan, Capital Plan, Government of Alberta Estimates, and fiscal policy.

Responsibilities

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

Key Responsibilities

1) Capital Plan Development and Fiscal Management

- Compilation and tracking of the Capital Plan, year end actuals, historical reporting, and variance analysis.
- Assess ministry spending pressures, variance and project progress, providing timely analysis to support capital allocation decisions.
- Maintain ongoing tracking and key projects and programs.
- Prepare financial scenarios and analysis to reflect budget adjustments and emerging issues.

2) Advisory and Corporate Analysis

- Provide advice and support to ministries on capital planning, budgeting, forecasting, and reporting requirements.
- Analyze major capital initiatives from a corporate perspective, identifying cross-government implications and risks.
- Collaborate with internal partners to ensure consistent application of capital planning and reporting standards.
- Maintain awareness of assigned ministries' mandates and capital priorities to provide informed financial guidance.

3) Support Capital Plan Review and Analysis

- Review and analyze capital plan submissions from assigned ministries to ensure alignment with GoA capital planning processes, fiscal policy, and strategic priorities.
- Evaluate business cases, project proposals, and financial information to identify risks, funding pressures, and fiscal impacts.
- Prepare clear, concise briefing materials and recommendations for senior Treasury Board and Finance officials.
- Develop and maintain tracking and reporting tools to monitor capital projects, cash flow, and spending performance.

4) Briefings and Communications

- Prepare briefing materials, correspondence, and analytical responses for senior officials, including the President of Treasury Board and Minister of Finance.
- Contribute financial analysis to materials related to the Fiscal Plan, Capital Plan, Year End Report and Estimates.
- Review and validate fiscal information in ministry materials to ensure accuracy and alignment with approved plans.

Problem Solving

Typical problems solved:

The Capital Spending Analyst addresses complex issues related to the Government's Capital Plan, including funding challenges, project delivery, cost pressures, and changes to project scope and timelines. The role requires the ability to review detailed financial and project information and understand how it fits within the broader capital planning and fiscal framework.

Strong analytical skills and attention to detail are essential to ensure capital data is accurate and reliable, while recognizing the policy and funding implications of recommendations. The Analyst must manage competing priorities and deliver timely, high-quality analysis, particularly during budget development cycles with fixed deadlines.

The position also requires strong organizational skills to maintain accurate tracking tools, financial models, and project records. Keeping data well-organized, current, and properly documented is critical to supporting sound decision-making and responding efficiently to emerging issues. The Analyst works closely with colleagues and ministry contacts to clarify information, validate assumptions, and prepare clear, well-supported analysis and briefing materials.

Types of guidance available for problem solving:

The Capital Spending Analyst reports to the Manager of Capital Budget and Spending, who provides primary direction on priorities and complex or sensitive matters. The Director provides additional oversight as needed. The Analyst collaborates closely with colleagues across Treasury Board Secretariat and other Treasury Board and Finance divisions to ensure consistent application of budgeting and capital planning processes. Guidance is also provided through established legislation, policies, procedures, and the Capital Plan manual, with ongoing support from the Manager and team to address emerging issues and challenges.

Direct or indirect impacts of decisions:

The Capital Spending Analyst's analysis and recommendations support informed capital funding allocations, budget planning, and fiscal decision-making. While final approvals rest with senior leadership and Treasury Board, the quality and clarity of the Analyst's work contribute directly to the integrity and effectiveness of the Government's Capital Plan. Through thorough analysis, sound financial insight, and clear briefing materials, the Analyst supports responsible stewardship of public funds and enhances transparency in capital planning and reporting. The role also positively influences ministries' planning and project delivery by providing guidance that promotes consistent application of capital planning processes, fiscal frameworks, and reporting standards across government.

Key Relationships

Major stakeholders and purpose of interactions:

- **Manager and Director:** Provide regular updates on emerging issues, risks, and pressures, and contribute recommendations to improve capital planning processes and policies.
- **Capital Planning Unit and Budget Development teams:** Share information, coordinate analysis, and collaborate on capital planning and fiscal initiatives.
- **Treasury Board Secretariat other divisions:** Work closely on the budgeting process and support Treasury Board and ministry contacts by providing consistent and accurate financial advice.
- **Ministry liaisons across the Government of Alberta :** Collaborate on capital plan submissions, long-term infrastructure planning, briefing on funding requests and provide guidance on capital planning requirements and processes.
- **Minister, Deputy Minister and Senior Assistant Deputy Minister:** Provide briefing materials, analysis, and recommendations on capital funding matters to support decision-making.
- **Treasury Board Committee and Deputy Minister Capital Committee:** Contribute analysis, updates, and briefing materials to support committee review and decision-making.

Required Education, Experience and Technical Competencies

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

If other, specify:

Finance or Business

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

The Capital Spending Analyst requires knowledge and experience of:

- Financial administration, accounting and financial reporting for capital assets.
- Budgeting, and financial management processes for tangible capital assets, including understanding of processes, challenges, and timelines of construction and acquisition of capital assets.
- Ability to learn and implement complex financial and budgeting systems, reporting tools and software.
- Preparing briefing materials and presentation of large or complex financial data and translate into meaningful information for decision makers.

The Capital Spending Analyst must have well-developed and demonstrate:

- Analytical and research skills - ability to interpret financial information from multiple sources, identify trends, and develop sound recommendations for decision-makers.
- Communication skills - ability to present financial and capital planning information clearly and concisely, both verbally and in writing, to non-technical audiences.
- Interpersonal and collaboration skills - ability to build and maintain productive working relationships with colleagues, ministry contacts, and central agencies.
- Problem-solving and decision-making skills - ability to address complex capital planning and fiscal issues with practical, well-supported solutions.
- Organizational and time management skills - ability to manage multiple priorities, deadlines, and reporting requirements efficiently.
- Project coordination skills - ability to support capital planning initiatives and contribute to project tracking, reporting, and analysis.

Professionalism and discretion - demonstrates tact, diplomacy, and confidentiality when handling sensitive financial information.

Results orientation - commitment to delivering accurate, timely, and high-quality analysis to support informed decision-making and effective capital management.

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>The Capital Spending Analyst evaluates ministry requests and proposed changes within the broader context of the Government's Capital Plan and Fiscal Plan, recognizing their impact on fiscal targets and priorities. The role considers cross-government implications and works collaboratively with Treasury Board Secretariat colleagues to identify interdependencies and support coordinated solutions.</p>
Agility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<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 	<p>The Capital Spending Analyst works in a fast-paced environment where shifting priorities and competing demands are common. The role requires the ability to quickly assess changing circumstances, re-prioritize assignments, and refocus efforts as new issues emerge. During Budget multiple</p>

		<p>change in existing work</p> <ul style="list-style-type: none"> • Readily adapts plans and practices 	<p>request with short deadlines are often given. Requiring determination of priorities and how best to re-organize.</p> <p>The Analyst should also anticipate potential future pressures and proactively prepares analysis and information to respond effectively to evolving priorities.</p>
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Involves a wide group of stakeholders when working on outcomes:</p> <ul style="list-style-type: none"> • Involves stakeholders and shares resources • Positively resolves conflict through coaching and facilitated discussion • Uses enthusiasm to motivate and guide others • Acknowledges and works with diverse perspectives for achieving outcomes 	<p>The Capital Spending Analyst supports a broad portfolio of ministries and works with a diverse range of stakeholders. The role requires building strong, professional relationships and serving as a trusted resource on capital planning processes and fiscal requirements.</p> <p>The Analyst collaborates effectively with ministries and internal partners to provide guidance and support, fostering a cooperative environment that advances Government of Alberta priorities and shared objectives.</p>
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 problems while addressing risks 	<p>The Capital Spending Analyst regularly works with complex financial data and reports that require careful analysis and troubleshooting. The role requires the ability to interpret what the data represents, identify underlying issues, and think critically about potential causes and impacts.</p> <p>The Analyst applies a logical and structured approach to investigating and resolving issues, draws on appropriate</p>

			resources and expertise, and identifies opportunities to improve processes and prevent similar challenges in the future.
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Benchmarks 

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

Position (Capital budget Officer): 

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.

