

New

Ministry

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

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 Health 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, Alberta Health 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 Corporate and Capital Planning Branch is part of the Finance and Capital Planning Division which provides leadership and guidance on health capital and facilities planning to other divisions in the Ministry of Health, 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 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 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.

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

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:
 - Under the direction of the Manager, 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 manager, prepare recommendations for the options and/or approval of planning documents compliant with provincial guidelines.
 - 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. Under the guidance of manager, prepare recommendation for the approval of the programming study.
3. Prepare briefings, ministerial correspondence and responses to public inquiries on a wide range of issues:
 - 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 Alberta Health annual capital planning submission.
 - Support the development of the annual Alberta Health 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.
 - Prepare ministerial briefings related to health capital plans and projects required for legislative sessions.
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
 - Co-ordinates 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 Alberta Health

Problem Solving

Typical problems solved:

In their role, the 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 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 Director or Manager.

This dynamic environment demands a proactive, solution-oriented mindset, coupled with effective communication skills to articulate issues, propose solutions, and rally support among a wide array of stakeholders.

Types of guidance available for problem solving:

The Capital Planner is equipped with a variety of support mechanisms to navigate the complexities of project planning. Guidance comes from the collaborative insights of management teams, ensuring that the Planner is well-informed about the planning process and key success factors. This foundation enables the 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, Alberta Health and other ministries. The Planner functions within the context of agreements and expectations between Alberta Infrastructure and Alberta Health. Key pieces of legislation include Alberta Health Act, Financial Administration Act, Government Organization Act, Public Service Act, Government Accountability Act, Freedom of Information and Protection of Privacy.

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

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

Direct or indirect impacts of decisions:

The Capital Planner will directly influence the alignment of capital plan and facility 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 Planner's role fosters a more disciplined approach to planning and project approval, which can influence projects with capital costs in the billions. 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

Director or Manager, 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 - regularly

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

Capital Planning Analysts - regularly

- Information sharing and collaboration on issues and initiatives.

Other program areas in the Ministry of Health - regularly

- 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 other ministries (in particular Treasury Board and Finance; Seniors, Community and Social Services; Advance Education).
- Collaborate as necessary to develop systems, standards, policies, or practices in support of Ministry capital planning or funding.

EXTERNAL

Health Service providers - daily/weekly

- 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.

Public - as required

- Provide accurate information on a timely basis.

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
Diploma (2 year)	Other	Other	

If other, specify:

A college diploma in planning, business, architecture, or health administration or related field

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

- Minimum Recruitment requirement:
 - College Diploma or University degree in planning, business, architecture, health administration or a related field; or equivalent as described below.
- Equivalency: Directly related education or experience considered on the basis of:
- 1 year of education for 1 year of experience;

Assets:

- Knowledge of Ministry Business Plan, strategic priorities and capital planning policies and processes.
- Knowledgeable in government legislation and regulatory frameworks.
- Skilled in writing various documents including reports, briefings, reviews, and official correspondence.
- Demonstrated ability in strategic planning and employing critical thinking methodologies.
- Demonstrated 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Considers inter-relationships and emerging trends to attain goals: <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	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"/>	Engages the community and resources at hand to address issues: <ul style="list-style-type: none"> • Engages perspective to 	Position will encounter questions and situations without precedence in previous projects.

		seek root causes <ul style="list-style-type: none"> • 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 	The ability to adapt to changing situations is required.
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Works to exceed goals and partner with others to achieve objectives: <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	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Works in a changing environment and takes initiative to change: <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	

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.

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