

Update

Ministry

Transportation and Economic Corridors

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Senior Investment Planner

Current Class

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

CPGES - CPPM/Capital Planning and Programming

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Manager, Planning & Reporting

Supervisor's Current Class

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2024-09-21

Responsibilities Added:

Assist in the development of the annual Operating Submission.

Responsibilities Removed:

Supervisory

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Manager, Planning and Reporting, this position works in a team environment to develop innovative and timely strategies; solutions to complex transportation investment needs; and provides leadership, strategic analysis and recommendations related to the development of the department's annual Capital Plan submission and Construction Program as well as the Operating submission to support

the Government of Alberta's goals.

Responsibilities

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

This position will provide ongoing support and guidance to senior Ministry staff on all issues and aspects of prioritizing investment needs. To support the development of the annual Operating submission, Capital Plan submission, and Construction Program, this position is essential in coordinating with internal (e.g. Construction and Maintenance Division, Finance Branch, Procurement Branch, Technical Service Branch) and external (e.g. Other Ministry Partners) stakeholders for the identification and programming of priority projects and operating needs. This includes scheduling reviews with our regional partners at key time-frames throughout the year, as well as, readying the work for review and approval by the Deputy Minister and organization publishing the documents at budget time. Part of the identification of projects and operating needs is the extensive time required reaching out and gathering priorities from stakeholders, evaluating those priorities for technical need, conducting value analysis (economic, safety, social, environmental, cost-benefit and innovation) and confirming alignment to the achievement of government priorities.

This position will work with the other streams of the Capital Planning and Program Management Branch in ensuring all potential solutions are considered, including all modes (rail, transit, air and highways) and develop sound investment plans and recommendations to ensure that the value for taxpayer dollars is achieved.

1. Support and develop Investment Planner(s) on the Government of Alberta's and Transportation and Economic Corridors operating and capital planning processes and to build-up the knowledge and expertise within the Capital Planning and Program Management section.
2. Provide support and input to comprehensive strategic investment plans and business cases developed and approved by Government. This is achieved by:
 - Collaborating with program areas within Transportation and Economic Corridors to identify current and future requirements and needs for future investment planning purposes; and
 - Developing and maintaining effective relationships with key representatives from Treasury Board and Finance, Infrastructure and other ministries with respect to long-term investment/capital planning initiatives.
3. Developing and updating strategic transportation plans that support the government's and the ministry's goals, including but not limited to:
 - Analyzing a wide range of impacts including economic development, current and future land use, the environment, traffic demand, public safety and local community needs and integrating into planning activities;
 - Undertaking risk analysis of various investment opportunities;
 - Working with the divisional partners to identify investment opportunities to resolve transportation-related issues;
 - Providing input to the development and implementation of an investment framework including:
 - Estimating how much funding will be needed to implement recommended improvements, operate and maintain the transportation system and support the provinces current and future economic growth and traffic demands;
 - Analyzing opportunities for alternative financing;
 - Applying established investment principles and criteria to recommend priorities for long-term investment needs that ensure value for taxpayer investment and making recommendations to senior team members; and
 - Assisting senior team members in the development of the ministry's annual Operating and Capital Plan submission to meet the ministry and government's requirements. This is achieved by working in a team environment while:
 - Developing and maintaining effective relationships with divisional teams and Treasury Board and Finance to ensure ongoing consultation processed to obtain information on potential operation needs and capital projects;

- Participating in the development of the ministry's Operating submission and Capital Plan submissions, and the annual update to the Construction Program, ensuring that identified maintenance and operating needs, capital projects support the long-term investment framework and include capital funding needs for municipalities; and
- Participate in the development on an annual basis and the submission of annual updates to Treasury Board and Finance.

4. The division's new performance measure framework is implemented and provides accurate and timely data that assesses the effectiveness of programs and supports capital and investment planning by:

- Participating in the review of existing technical performance measures (such as level of service, condition of highways) to ensure they provide accurate and useful information that supports the division's and ministry's key functions;
- Assisting in the development of a performance measures framework of key metrics and at the network level that support capital and investment planning; and
- Working with Technology and Innovation to provide input and advice into the development of systems, determining data requirements for new measures and the management of data to support investment planning and performance measures reporting.

5. The branch and the division are supported in achieving the ministry's mandate, goals and objectives by:

- Working with open and transparent ministry processes and procedures for operating needs, investment and capital planning, and performance measures, that ensure a comprehensive ministry-wide perspective;
- Making sound recommendations respecting the ministry's immediate and future transportation needs and plans;
- Ensuring positive relationships with key stakeholder groups;
- Participating on an ongoing and effective basis with a team of professional and technical staff, including: allocating work priorities; providing leadership, mentoring and coaching to staff; promoting innovation and motivating staff to achieve excellence;
- Participating in external and internal committees;
- Providing accurate and timely information to support effective communications (e.g. reports, plans, briefings, presentations, etc.); and
- Participating in strategic and operational planning initiatives for the branch, division and ministry.

Problem Solving

Typical problems solved:

- Ensuring alignment to processes when developing recommendations for the Operating submission, Capital Plan submission and Construction Program.
- On-going communication with internal stakeholders to ensure clear understanding of the shift in direction from government and/or senior leadership.
- Supporting Program Management in ensuring the annual Construction Program does not exceed available budget.
- Support the Government of Alberta's new priorities (e.g. 20-Year Strategic Capital Plan) and effectively represent the department's goals and objectives.

Types of guidance available for problem solving:

- Treasury Board and Finance Capital Planning Manual and Policy Document (internal documents).
- Transportation and Economic Corridors Capital Planning Handbook.
- Project Management Application (PMA-Delivery) Manual.
- Various internal process documents (e.g. Construction Program Development Guidelines).
- Government of Alberta's Annual Fiscal Plan.

Direct or indirect impacts of decisions:

- Some decisions may impact the average delivery cycle of a project (e.g. speed up or slow down timings).
- Determining funding allocations or cost overruns could impact the scheduling of other projects.
- Need to increase or decrease the total project cost of a project could impact the delivery schedule.

Key Relationships

Major stakeholders and purpose of interactions

The position works with a network of internal and external stakeholders, including cross-ministry, and acts as a source of business intelligence with respect to ongoing and long-term impacts on network planning and undertaking comprehensive analysis of complex economic, social and environmental patterns to support prioritization of investments in future transportation infrastructure in alignment to the Government of Alberta's and Ministry goals.

Purpose of these interactions is to support the identification of operational needs, new projects and emerging projects for inclusion in the department's Capital Plan submission, and Construction Program, and confirmation of projected and actual cash flows. Presentation of the Operating and Capital Plan submission, and Construction Program for approval. The frequency of these interactions are on-going throughout the year.

Key clients/stakeholders, include but are not limited to:

- Government, municipal and industry stakeholders related to projects undertaken by this position; and
- Department personnel such as: Communications, Bridge Managers/Engineers, Infrastructure Managers/Engineers, Construction Managers/Engineers, Operations Engineerings, Program Management Staff, Finance, Executive Directors, Assistant Deputy Ministers and Deputy Minister.

Required Education, Experience and Technical Competencies

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

If other, specify:

Economics

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

- Minimum of 4-years experience working with the Alberta budgetary, project delivery or capital planning processes.
- Working knowledge of the Government of Alberta's capital planning and financial reporting processes.
- Understanding Benefit Cost Ratio Analysis along with advance database skills using Excel and Power BI.

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		
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Collaborates across functional areas and proactively addresses conflict: <ul style="list-style-type: none"> • Encourages broad thinking on projects, and 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 	Inclusive approach to developing the department's annual Operating submission, Capital Plan submission, and Construction Program that takes into consideration the priorities of internal and external stakeholders.
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes a long-term view towards organization's objectives and how to	Actively engages with internal and external stakeholders and provides

		<p>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>support when developing recommendations for senior leadership that aligns to the guiding principles of government.</p>
Agility	○ ○ ● ○ ○	<p>Identifies and manages required change and the associated risks:</p> <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 	<p>Maintains a problem solving/solution orientated mind-set to support the shift in direction from government and/or senior leadership to ensure deliverables (e.g. Published Construction Program) are still able to meet the deadlines.</p>
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>Applies project management techniques when developing an action plan to meet key deliverables and ensures all stakeholders are heard/involved in the process.</p>

Benchmarks

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

