

Update

Ministry

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Current 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

Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

1. Expanded Job Responsibilities (Project Management):

Project management was a small component of the previous job description, but these responsibilities have been expanded in this update.

Project management responsibilities have been expanded to capture where this position would need to retain an external consultant to support capital planning processes. While the preference is to perform planning work in-house, the Senior Capital Infrastructure Planner may require contracted planning support to supplement a lack of in-house resources, while still delivering capital plans in a timely fashion to direct construction activities earmarked for capital funding in a specific fiscal year. The Planner will be accountable for drafting the request for proposals, evaluating and selecting a proposal, entering into a contract with the successful proponent, project managing the consultant to successfully deliver the scope of work, track milestones and budget, verify and approve expenditures and perform close-out procedures.

3. Organizational Structure Modification:

This position once reported directly to the Senior Manager of Infrastructure Planning and Coordination but

now reports to a Manager of Capital Infrastructure Planning.

For effective and efficient delivery of this aspect of the capital program, the organizational structure has been modified to create teams. The team approach allows for a dynamic and responsive approach to the planning, and analysis needed to complete the work at multiple scales and scopes. This will allow the manager to focus on the cross-divisional and external relationship building needed to facilitate, enable, and empower the work of this program area. This structure aligns with the organizational structure seen in the Project Management and Delivery Team within the Crown Land Capital Program.

Responsibilities Removed:

None - the assigned portfolios and accompanying responsibilities will continue to be the same scale, scope and complexity as described under the previous JD.

Job Purpose and Organizational Context

Why the job exists:

The Senior Capital Infrastructure Planner, reporting to the Manager of Capital Infrastructure Planning, is responsible for leading collaborative capital planning processes of varying complexity for implementation across Crown land sites throughout the province. The Senior Capital Infrastructure Planner will implement and complete capital planning processes within defined standards and frameworks that support capital development and asset management, across Crown land. This work includes collaboration with a variety of stakeholders to determine needs and desires, to interpret options and provide credible recommendations for consideration. Specific tasks may include initiating regulatory requirement approvals, managing external consultants, developing concept mapping, and providing policy and technical advice.

Responsibilities

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

1. CAPITAL PLANNING

Key Outcome: Leads, participates in, or advises on planning and design for capital and recreation development across various sites on Crown land.

Key Activities:

- Leads or supports the development of facility master plans including outlining a future state with concept plans/ mapping for sites across Crown land including but not limited to day use areas, campgrounds (including comfort camping and specialized campgrounds for specific user types), group use areas (including special events), trails, and other specialized facilities and recreation amenities within parks, protected areas, and public land.
- Identifies, prioritizes, and provides recommendations through the development of capital infrastructure development plans to address a broad scope of environmental, social, and economic needs, and issues/benefits and gaps that integrate various factors. These include the current state of infrastructure, future goals, strategic planning direction, operational realities, asset management considerations, and stakeholder needs and inputs
- Draft capital business cases, using the outcomes of capital planning processes for review, to support their submission to Treasury Board to request funding for maintenance, renewal, and new capital development opportunities.
- Reviews plans prepared by others (e.g., contracted consultants), for content and clarity as well as consistency with legislation, policy, standards and the goals and expectations of the Division, Ministry and GoA.
- Initiates and/or completes specific planning functions, such as regulatory approvals or consultation completeness reviews.
- Collaborates closely with provincial and regional planners and considers strategic connections, opportunities, and alignment of capital planning projects in achieving the goals and processes of the program, the Division, Ministry and GoA, and provides support to the Project Management & Delivery team to ensure development is consistent with this overarching direction.
- Creates a collaborative planning environment by providing effective communication, and working closely with other program areas including regional staff, ecology, conservation officers, maintenance, public engagement as well as the other capital teams, including the Project Management & Delivery team, Capital Program Coordination team and Asset Management team.
- Depending on educational, training and experience, conducts project management of external consultants to perform contracted services to support capital planning and decision making. Consulting services may include engineering studies, planning functions, land surveys, geo-technical, civil, structural, hydro-geology, environmental, etc.

2. CAPITAL PLANNING ENGAGEMENT

Key Outcomes: Plans, coordinates, supports and/or completes meaningful and adequate engagement of Indigenous peoples and communities, the public, stakeholders and partners to inform and support capital planning

Key Activities:

- Leads or supports the development of capital consultation plans that recommend the approach to either notify, consult, or engage with Indigenous peoples and communities, the public, stakeholders and partners.
- Assists in preparation of any supporting materials needed to gain approvals of capital consultation plans .
- Ensures there is department and interdepartmental staff opportunity for input into capital and recreation development planning.
- Focuses on creating and building collaborative relationships and provides ability to build consensus, mediate disputes, and resolve conflicting interests represented by internal and external stakeholders encountered in planning processes.
- Ensures capital project planning processes follow internal capital engagement processes.
- Leads or supports implementation of the capital consultation plan which may include organizing and facilitating public participation events such as open houses and stakeholder workshops, preparation of communication materials, public display materials, presentations, letters, and summaries.

3. RESEARCH & INNOVATION:

Key Outcomes: Investigate, propose and apply new and innovative means to evolve the current capital planning system.

Key Activities:

- Reviews facility master plans and capital project plans to ensure that principles of visitor experience, inclusion, environmental leadership and operational efficiencies are considered.
- Researches new and innovative means for the planning and consultation of capital planning projects.
- Collaborate with and conduct cross-jurisdictional reviews of other systems to identify areas for improvement in capital planning processes.

Problem Solving

Typical problems solved:

This position develops capital plans through collaborative planning processes. These plans may direct the development of new recreation infrastructure that has a lasting impact on environmental, social, and economic outcomes at the site, regional, or provincial level. Capital planning processes must consider various factors in creating an integrated plan to direct future capital investment. For example, this position may lead or support planning processes where there are numerous conflicting internal and external interests. This position must work collaboratively across these interests in order to develop plans to satisfy the multitude of needs and goals at any given site. This position works toward solutions that are amenable to the stakeholder, program, divisions, ministry, and government goals and priorities. It must also comply with the overarching program, divisional and ministry plans and frameworks.

Typical problems includes integrating recreation, conservation, and tourism outcomes while recognizing the multi-use landscape of Crown land for other industries, such as grazing and logging on public land, hunting, and traditional land use, in developing feasible infrastructure based solutions through capital planning processes. Often capital planning projects are large in scope and scale, have multiple interests, and must address complex operational and strategic issues. This position must employ creative problem solving and collaborative approaches (including negotiation, conflict resolution, etc.) to determine evidence-based solutions within the development of recommendations for decision makers.

Types of guidance available for problem solving:

The position must investigate and understand the context in which capital planning occurs. This includes all overarching legislation, regulations, policy and frameworks applicable across Crown land (parks, protected areas, public land). They must also understand the regulatory requirements, standards, management direction, and long-term goals of the specific site in which they are working. This position must be able to research these types of guidance and rely on their collaborative relationships to help navigate through the hierarchy of guidance and formulate an understanding of the provincial, regional, local and site context in which they are completing capital planning processes.

Direct or indirect impacts of decisions:

The direction and work of this position determines the details of all major capital development. Capital development is completed across Crown land to support environmental, social, and economic outcomes of various scopes and scales.

Capital development, stemming from the work of this position, also has the potential to impact (positively or negatively) multiple stakeholders. Impacts of the development of capital plans are enhanced (positive) or mitigated (negative) through the robust, collaborative process and ensuring capital plans integrate and balance the desired outcomes of all stakeholders in the best possible manner. The decisions made during capital planning may have site, regional, or provincial impacts, depending on the scope and scale of the plan.

Key Relationships

Major stakeholders and purpose of interactions:

This position consults and collaborates with Capital Infrastructure Development and Implementation teams and regional staff to develop plans to guide capital investment. The Senior Capital Infrastructure Planner develops solutions for capital development; this could include working jointly with others within the department and ministries. The work of this position uses integrated and innovative thinking about capital development, and ultimately shapes the long term capital development requirements for Crown Land. The Senior Capital Infrastructure Planner works with other ministry staff to enhance a shared understanding of capital development processes, standards, and time lines.

- ESRI ArcGIS for related spatial planning, review and mapping as well as proficiency in Microsoft suite of products.

Abilities

- To plan, implement and coordinate multiple projects and processes involving a multitude of interests.
- To analyze, listen and apply innovative creative problem solving techniques to derive solutions to complex issues.
- To synthesize and communicate complex land and natural resource use problems to a range of audiences in order to facilitate decision making and development of recommendations.
- To build positive, professional internal and external relationships. Communicate with a diverse clientele through a variety of communication modes.
- To organize and manage an extensive information management system including correspondence, resource materials, site information, digital and hard copy materials, and databases.
- To develop, produce and distribute products for timely response to the project teams and executives.

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Observes and understands larger impact of role:</p> <ul style="list-style-type: none"> • Sees impact of work on organization; anticipates change in own area based on activities in other areas • Considers how own work impacts others and vice versa • Ask questions to understand broader goals • Aware of how organization adds value for clients and stakeholders 	Serves as link between provincial planning, regional park/site planning, and facility planning to ensure that system-wide strategic goals and site-specific operational needs are considered during the development of capital project plans and within medium range capital plans (5 Year Rolling Capital Plan Master List).
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	Oversees the identification, prioritization, and provides recommendations to address a broad scope of environmental, social, and economic needs and issues/benefits and gaps within capital and recreation development planning including for outdoor recreation, conservation, operations, historic resources, adjacent land uses, dispositions, user experience, inclusion, and nature-based tourism that is directly tied to capital

			disputes, and resolve conflicting interests represented by internal and external stakeholders encountered in planning and decision-making processes.
Develop Networks	○ ● ○ ○ ○	Works on maintaining close relations with all stakeholders: <ul style="list-style-type: none"> • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques 	Building relationships and strong communication are critical components of this position. The Senior CIP will work closely with leadership and cross-divisionally, building and maintaining strong inter-departmental relationships across Parks and Lands Divisions with particular focus on both provincial and regional operating units.
Drive for Results	○ ● ○ ○ ○	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 	Lead a rigorous planning process with clear outcomes, standards and accountabilities to applicable regulatory and legislative frameworks of parks, protected areas and public lands.

Benchmarks

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

Leah.Schmidek

Digitally signed by Leah.Schmidek
Date: 2024.09.18 12:53:01 -0600

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