

Public (when completed)

Common Government

[Guide](#) [Benchmarks](#) [Competencies](#)

Ministry

[Infrastructure](#)

Describe: Basic Job Details

Position

Position Number

Working Title (30 characters)

[Health Planning Project Lead](#)

Current Class

[Program Services 4](#)

Requested Class

[Program Services 4](#)

Job Focus

[Operations/Program](#)

Supervisory Level

[00 - No Supervision](#)

Business Unit

Dept ID

Program Code

Employee

Employee Name (or Vacant)

[Vacant](#)

Organizational Structure

Division, Branch/Unit

[CPDD / Major Capital Projects / Group B](#)

☐ Current organizational chart attached?

Supervisor's Position Number

Supervisor's Working Title (30 characters)

[Sr Mgr Health Prog. & Planning](#)

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Senior Manager of Health Programs and Planning, the Health Planning Project Lead is responsible for providing coordination, guidance, expertise and direction to program ministries (Infrastructure, Health, Education, Seniors, etc.), key stakeholders (i.e. Alberta Health Services (AHS)) and consultants in the development of business cases and other project planning documentation based on needs assessments, clinical service plans and current and emerging trends related to health facility planning and development. This includes supporting a wide range of capital planning activities, including assessment of existing infrastructure and long-term strategic facility planning. The Health Planning Project Lead represents the branch and department when providing consultation and guidance to project stakeholders and ensuring accountability requirements are being met.

Health care service delivery and design is dynamic and ever changing with new technologies, requiring infrastructure solutions that involve extensive research of leading edge solutions. This role will work with consultants and project stakeholders to ensure solutions identified in business cases consider the changing impacts of technologies and industry standards on the delivery of healthcare infrastructure.

This position reviews and provides input on issues relating to the healthcare facilities capital program and emerging issues with Health and AHS, and provides recommendations to senior department representatives that lead to the priority projects proceeding with well-defined scopes of work and budgets. This position works with Healthcare Facilities Specialists across Health, Infrastructure and AHS to provide input into project development and greater capital infrastructure planning and funding.

This position may also lead capital planning on learning and government facility projects when there is a requirement for

support and time permits.

Work is performed in accordance with legislation, policies, and guidelines and standards applicable to capital projects and infrastructure maintenance grant programs. In addition, relevant department and Government policies, procedures, business plans, and broad objectives established by senior level leadership also apply to this role.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities ([sample policy research job](#)):

Responsibilities relate to all aspects of the capital programs and project development, including understanding of long-term capital planning and implementation of health facility projects. The individual must be knowledgeable and capable to represent the government requirements to a variety of stakeholders in a credible and professional manner. This position is relied on to apply sound judgment when assessing health facility capital proposals in relation to needs assessments, clinical service plans, capital priorities, cost effectiveness and government priorities.

End Result: Proposed and approved capital health projects are properly estimated and project planning documentation incorporate health program delivery needs. This is accomplished by:

- Procuring services and coordinating work of consultants to develop project planning documentation and appropriately managing their contracts;
- Supporting the development of project planning documentation through participation on steering committees, providing expertise on design standards, best practices, etc.;
- Liaising with Health, AHS and other clients and stakeholders to ensure project planning documents are comprehensive and address program delivery needs identified;
- Updating the current project status and project planning documentation work plan reports to support effective communication with various internal and external clients/stakeholders and ensure potential impacts of project completion timelines are identified;
- Anticipating and developing options for building and land requirements;
- Providing expertise in researching, analyzing and preparing summaries with recommendations for decision-makers on issues with capital implications.

End Result: Contributions to the strategic development of the Health Capital Plan result in the approval and development of health facilities that meet Albertans needs. This is accomplished by:

- Building and sustaining strong working relationships with program ministries and key stakeholders (i.e. AHS) to gain a better understanding of their challenges, needs, and future directions;
- Interpreting, communicating and assessing AHS' compliance with relevant Government and department policies, regulations, standards, processes, initiatives, and expectations as they relate to capital development initiatives;
- Providing input and feedback to Health and AHS on their capital program planning and submissions;
- Assessing, analyzing, and preparing reports and recommendations for senior department representatives on AHS' long-term capital plans;
- Preparing recommendations and required documentation for the Government and department annual budget processes;
- Initiating and preparing correspondence, reports, and briefings to clarify issues and obtain desired outcomes;
- Supporting the ongoing development and leading special initiatives to support the Ministry and partner groups such as Continuing Care in Health.

End Result: The mandate and goals of the Health Facilities Branch are supported and achieved. This is accomplished by:

- Preparing briefings, action request responses, and recommendations on planning issues and project updates throughout the fiscal year;
- Completing assignments and participating on internal and external committees and working groups;
- Supporting the Senior Manager in updating documents for reporting on branch, divisional and ministry projects and initiatives.

Problem Solving

Typical problems solved:

[Strategic facilitation to solve stakeholder options analysis for healthcare facilities.](#)

Types of guidance available for problem solving:

Access to supervisor's and teams across Infrastructure, Health, and AHS to support learning and solution development for projects.

Direct or indirect impacts of decisions:

Issues and problems with health facility capital planning can reflect poorly on the Ministry and may lead to difficulties delivering the project. The individual is expected to be sensitive and proactive to recognize and alert senior department representatives to potential sensitive issues and develop recommendations and solutions to meet or avoid identified challenges.

Key Relationships

Major stakeholders and purpose of interactions:

Strong relationship and interpersonal skills are required to establish and maintain trusted and credible relationships with Health, AHS, and other ministries (i.e. Seniors and Housing), and numerous stakeholders and clients. 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 Health Facility Branch framework. The work involves confidential and highly sensitive information on proposed capital projects and overall capital plan information.

The Health Facilities Planner operates in a complex environment, interacting extensively with a wide range of external and internal stakeholders, communicating and liaising with:

- Officials from Health, Seniors and Housing and other government ministries.
- Officials of Infrastructure's Technical Services Procurement Branch, Realty Services, Property Development, Finance, and Communications Branches.

AHS' senior capital management staff, facility maintenance representatives, and medical staff.

- Professional consultants, planners, architects, engineers, and accountants involved in the healthcare industry.

Internal:

- Ongoing contact with Infrastructure staff (directors, project teams, and technical and cost management staff from other branches) to provide/gather information related to health facility planning, design, construction, costing, etc.

External:

- Ministry liaisons across the GoA to collaborate on long-term planning and business case development, provide technical advice, and respond to inquiries;
- AHS officials, clinicians and other stakeholders to provide information and recommendations regarding health facilities capital projects and capital planning;
- Architectural and engineering consultants - coordinates and directs consultants retained to prepare project planning documentation;
- Responds to inquiries from the public pertaining to health facilities capital programs and projects through the INFRA Communications Branch.

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Engineering

2nd Major/Minor if applicable

Other

Designation

Other

If other, specify:

Or 1 year of experience in related field (capital / space planning or project mgmt.) for 1 year of education

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

The Health Planning Project Lead must be knowledgeable and capable of contributing constructive input during Steering meetings and Committee discussions in developing business cases and other project planning documentation and initiatives.

The individual works within the parameters of established policies and processes of the Division, Branch, Department, and stakeholder organizations. Objectives are established in consultation with the Senior Manager, Health Programs & Planning, with extensive independence delegated to this position in terms of assigned responsibilities and deliverables.

Work is reviewed for quality of services and consultation provided; effectiveness and comprehensiveness of solutions and recommendations provided to stakeholders and department representatives; and initiative taken in support of overall objectives. Matters outside the scope of the Branch mandate are discussed with the Senior Manager, as are decisions involving major deviations from scope/budgets and major changes to and/or deviations from policies, processes, and standards.

Knowledge

- Knowledge of capital planning business processes and architectural/engineering disciplines to analyze the information provided by Health and AHS and to provide advice and recommendations to achieve excellence in the development of health care infrastructure;
- Knowledge of project planning and management processes and techniques (including project scoping, risk analysis and life cycle costing);
- Thorough knowledge of health facility planning activities - Services Planning, Master Planning, Needs Assessment, Business Case, Functional Program/Schematic design considered an asset;
- Understanding of unique programs and users requirements/needs for health facilities;
- Knowledge of the client and stakeholder community affected by the health facilities programs;
- Knowledge of Alberta Government and Infrastructure policies, regulations, processes, and standards relating to health facilities infrastructure maintenance and capital programs considered an asset;
- Knowledge of Alberta Government and Infrastructure business and operational plan goals and strategies and cross-Government priorities associated with health facilities capital program;
- Understanding of provincial and national building standards and codes, construction industry and trades definitions, building systems and components/products, infection prevention and control, and job-site safety regulations considered an asset.

Skills and Abilities

- Research abilities to seek out additional information as needed to inform analysis of project planning documentation options;
- Consultation, interpersonal, and negotiation skills to deal effectively with complex and sensitive issues involving diverse stakeholders with potentially conflicting perspectives and requirements;
- Analytical, problem solving, conflict resolution and decision making skills;
- Sound relationship building and influence skills to demonstrate value of advice, guidance and recommendations;
- Ability to comprehend multiple elements of needs assessments and/or capital submissions and judgment to know when additional subject matter expertise (SME) from internal/external stakeholders may be required;
- Excellent verbal and written communication skills;
- Project planning and management skills;
- Software and systems tools used to carry out responsibilities (i.e. Microsoft Office / Outlook, Word, Excel);
- Ability to work both independently and collaboratively within a team environment;
- Time management and organizational skills.

Education and Experience

- Post-secondary graduation in engineering, architecture, or a related degree, plus 4 years progressively responsible related experience; or directly related education or experience considered on the basis of:
1 year of education for 1 year of experience; or
1 year of experience for 1 year of education.
- Experience should include capital planning, space planning, accommodation planning, interior design, and/or construction project management;
- Experience in strategic capital planning and/or experience with healthcare facilities would be considered an asset.

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		
Develop Networks	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Leverages relationships to build input and perspective: <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder 	Identifies and acts on opportunities to partner with other groups to achieve desired outcomes.

		relationships	
Systems Thinking	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <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 	<p>Considers how changes might impact colleagues, clients and stakeholders, and actively seeks their input and/or involvement regarding those changes. Communicates regularly with stakeholders and sets up opportunities for mutual sharing/learning.</p>
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	<p>Facilitates conflict resolution directly by initiating open and respectful discussion of issues.</p>
Develop Self and Others	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Seeks out learning and knowledge-sharing opportunities:</p> <ul style="list-style-type: none"> • Reflects on performance and identifies development opportunities • Takes initiative to stay current • Shares with the team even when not asked • Actively coaches and mentors direct reports 	<p>Actively involved in mentoring/mentee programs when possible. Contributes to team learning by sharing information, knowledge, and experiences even when not asked.</p>

Benchmarks

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

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