

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

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:

Added under Responsibility 1:

- Conduct post project design reviews and analysis - analyze building or space functionality; evaluate and provide recommendations to ministry stakeholders for design and space planning improvements and other action items.

New Responsibility

6. Support the development and implementation of capital projects and management of capital funds

- Support the Senior Capital Planner with implementation of accommodation studies, business case development and scope of work documents during the pre-planning stage of proposed capital projects.
- Interact regularly with Senior Capital Planner to provide updates on capital projects and Small Tenant and Improvement Projects (STIPs) related to project scope, budget, schedule and issues.
- Identify emerging projects and capital equipment needs requiring budget consideration.

Responsibilities Removed:

- Engage divisions in managing accommodations which will enhance and improve decision making surrounding the implementation of the new Government Accommodation Review (GAR) guidelines.
- Responsible and accountable in developing projects in accordance to the approved GAR guidelines while ensuring proposed plan/design will improve staff development and staff retention.

Job Purpose and Organizational Context

Why the job exists:

The Senior Accommodation Planner develops and oversees the professional delivery of accommodations and capital projects, and ensures that the complex needs of the Ministry are being achieved. Reporting to the Regional Accommodation Manager, the Senior Accommodation Planner works closely with internal ministry stakeholders by applying knowledge of Infrastructure (INFRA) and ministry accommodation and security standards, policies and procedures; budget processes, program requirements and business plan objectives. This work involves considerable consultation with internal stakeholders to ensure that the appropriate physical workspace is planned for and provided to support client program delivery in accordance with client and INFRA planning objectives. It is the responsibility of the Senior Accommodation Planner to have an in depth knowledge of program area operations and future plans; and to convey that information to INFRA for project delivery.

Responsibilities

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

Under the direction of the Regional Accommodation Manager, the incumbent will be the primary accommodation contact for Children and Family Services portfolios including Corporate Services, Child Intervention and Executive Leadership. The Senior Accommodation Planner is responsible to:

1. Consult with internal clients and external stakeholders to collect and disseminate information related to accommodation issues/needs in support of program area and Ministry business plan goals and objectives in order to ensure programs are accommodated effectively.
 - Provide information, design solutions and recommendations to stakeholders regarding program area needs by providing background, analysis for each option, including considerations and implications of each option.
 - Initiate, coordinate and chair regular interactions (meetings, site visits) with external and internal stakeholders to discuss and resolve accommodation requests and issues.
 - Review and provide feedback on existing and proposed Ministry programs/areas, Ministry business plans, policies, processes, standards and procedures impacting accommodations.
 - Conduct inspections in various buildings throughout the province to ensure program delivery space is well-utilized and functional as well as develop/initiate solutions to address problems encountered on site.
 - Conduct post project design reviews and analysis - analyze building or space functionality; evaluate and provide recommendations to ministry stakeholders for design and space planning improvements and other action items.
 - Identify the need for and initiate development of new and/or revised policy, standards and processes.
 - Provide feedback to external stakeholders as needed when developing/revising policies.
2. Develop and coordinate the implementation of innovative accommodation solutions in support of client and corporate business plan objectives. Maximize limited budgets and steward the effective use of government owned and leased space in a cost effective manner while achieving optimum operational requirements.
 - Identify potential opportunities to reduce government costs associated with accommodations through lease terminations, elimination of underutilized space, or creation of new partnerships between program areas to ensure more effective use of space and resources.
 - Review and analyze program requests and submissions on an ongoing basis in order to address essential program needs while eliminating requests for unnecessary work or work that does not fall within acceptable Ministry standards.
 - Determine the feasibility of proposed accommodation solutions by providing information and technical advice. Acquires additional information from key stakeholders as required.
 - Negotiate and mediate to obtain consensus from stakeholders to support proposed accommodation solutions through resolution of conflicting needs and accommodation requirements from other divisions or Ministries.
 - Research and prepare information for briefings and correspondence for senior leadership, up to the Ministerial level, in order to address accommodation issues.
 - Responsible and accountable in developing projects in accordance with approved guidelines while ensuring proposed plan/design will improve staff development and staff retention.
3. Conduct cost analyses of accommodation requests and solutions to determine budget implications and identify

funding resources available within client/corporate budget limitations in order to expedite successful project implementation.

- Determine the scope of work required to satisfy an accommodation request (design, construction, moving etc.).
- Identify furniture and equipment requirements for program areas; submit furniture requests on their behalf and work with Infrastructure to ensure that the current process for furniture acquisition continues to follow applicable guidelines/mandates.
- Develop and coordinate preliminary total project cost budget estimates through use of cost quantifiers, in consultation with stakeholders (program managers, technical resources, and cost control personnel).
- Undertake and support the development of the annual accommodation budget through costing of budget requests and reviewing the priorities of all submitted budget requests.

4. Initiate the implementation of accommodation projects by providing detailed verbal and written instructions to various stakeholders that facilitate the involvement of necessary resources. Implementation must follow approved Ministry guidelines, procedures and signing authorities to ensure that specific program needs are addressed through a project's approved scope of work and budget.
 - Prepare project documentation to identify approved scope and timing of work, provide detailed instructions to internal stakeholders (project management, and inventory) and obtain the program area's formal approval of the proposed accommodation solution/project. May include provision of concept drawings & technical details.
 - Working in conjunction with other ministries having jurisdiction and in some instances independently, the Senior Accommodation Planner will oversee vendors and consultants to ensure the successful delivery of approved projects which will achieve the Ministry's requirements.
 - Facilitate problem resolution due to unforeseen changes in client and corporate requirements that impact the approved scope of work by consulting with stakeholders in order to resolve issues and revise the scope to meet the new requirements.
 - Work closely with CFS Corporate Security Advisor to ensure the complex security requirements for various sites are met.
5. Undertakes and supports ongoing development of design guidelines and furniture standards for Child Intervention Sites.
 - Working with site management teams, the Senior Accommodation Planner will develop environmental branding options through selection of colors, finishes, and furniture to be standardized at worksites across the province
 - The Senior Accommodation Planner will develop design guidelines and furniture standards documents in collaboration with other planning staff for Divisions through active connections with Infrastructure Property Development and the Technical Services and Procurement Branch.
6. Support the development and implementation of capital projects and management of capital funds
 - Support the Senior Capital Planner with implementation of accommodation studies, business case development and scope of work documents during the pre-planning stage of proposed capital projects.
 - Interact regularly with Senior Capital Planner to provide updates on capital projects and small tenant improvement projects (STIPs) related to project scope, budget, schedule and issues.
 - Identify emerging projects and capital equipment needs requiring budget consideration.

Problem Solving

Typical problems solved:

- The function relates to all the facilities and accommodation needs in order to properly administer Children and Family Services program delivery and involves stakeholders from other ministries, Alberta Infrastructure, Service Alberta and private vendors and contractors as well as members of the public.
- Advises and Consults internal stakeholders including corporate security, planning, leasing, and project management impacted by external client input and feedback regarding existing or new accommodation requirements.
 - Interacts with program area contacts and stakeholders on an ongoing basis to discuss program accommodation requirements across the province. This involves travel throughout the province to view the performance of various types of program space.
 - Develops and assesses multiple solutions to problems, identifying those that best align with ministry accommodation standards and goals.

Types of guidance available for problem solving:

- Provides a single point of contact for program areas in dealing with day-to-day accommodation issues.
- Foster partnerships and joint program initiatives with other government departments and non-government entities through collaborative efforts related to accommodating joint uses in government space.

• Initiates implementation of accommodation projects that covers a wide range of costs.

Direct or indirect impacts of decisions:

This position impacts and supports all of the core business goals in the Ministry's Business Plan.

- Accommodation solutions developed and promoted by this position directly impact program delivery and overall Capital Projects, Leasing and Property Management budgets.

Key Relationships

Major stakeholders and purpose of interactions:

Internal To Department
Director, Accommodations Capital Planning and Administration & other ACPA Management staff: Ongoing, daily; As part of the team, the Senior Accommodation Planner will interact with, as well as get specific direction from many ACPA staff
Division Senior & Middle Management; program staff: Ongoing, many times per week; Senior Accommodation Planner will interact with most Divisions and extract information pertaining to their accommodation and facility needs as well as being a branch representative.

External To Department
Infrastructure: Daily and ad hoc, ongoing through the year; As part of the project team the Senior Accommodation Planner will interact with Infrastructure to plan and implement accommodation and capital projects
Vendors / Consultants: On an ad hoc basis throughout the year; Consult with vendors/consultants as required for various projects/exercises/studies that may be internal to CFS or as a primary client contact for various accommodations projects

Required Education, Experience and Technical Competencies

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

If other, specify:

Interior Design

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

Degree or Diploma in Interior Design. Several years of experience in functional space planning, construction management and procurement.

- Thorough understanding/awareness of government structure, initiatives, policies and procedures in order to effectively communicate/represent/anticipate program accommodation needs.
- Awareness of all Ministry program accommodation initiatives, policies and requirements developed and maintained through consultation with other internal stakeholders.
- Knowledge of political relationships and changing dynamics impacting the Ministry and its programs.
- Detailed knowledge and experience related to technical aspects of accommodation (such as mechanical, electrical, structural/architectural limitations, construction terminology, project processes). This is critical as there are numerous issues which will require the incumbent to have the skills and ability to resolve and give direction to the project team.
- Specific knowledge of government and departmental processes, standards, policies and procedures, procurement policies and limitations and resources regarding government accommodation.
- Well-developed analytical, decision making, time management, front-end project planning; small project management, and group leadership skills.
- Strong interpersonal skills to facilitate team-building through client and stakeholder interaction as well as the ability to recognize potential conflicts, opportunities and communicate them appropriately.
- Strong verbal and written communication skills in order to deal with different levels of government, contracted agencies and non-government personnel and to draft Ministerial correspondence.
- Strong organizational skills to deal with a multitude of competing requests for attention and funding.
- Thorough understanding and ability in using Microsoft Outlook, Word, Excel, PowerPoint, Access, Visio and SharePoint sites. Operational knowledge of AutoCad would be 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		
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 achieve them:	You will consider how work completed can impact a variety of groups/projects inside

		<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 	and outside the Alberta Public Service.
Creative Problem Solving	○ ○ ● ○ ○	<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 	You will assess options and implications in new ways to achieve outcomes and solutions
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 	You will need to provide results in a complex, diverse and ever changing environment.
Develop Networks	○ ○ ● ○ ○	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives 	You will liaise between business units, client ministries and contracted services ensuring business goals and client requirements are fulfilled.

		<ul style="list-style-type: none"> • Maintains stakeholder relationships 	
Drive for Results	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Takes and delegates responsibility for outcomes: <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 	You will work with your team to set goals and priorities and to deliver outcomes that are consistent with the direction of the department.

Benchmarks

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

127IC01

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