

New

Ministry

Justice

Describe: Basic Job Details

Position

[Redacted]

Position Name (200 character maximum)

Manager, Accommodations and Operations

Requested Class

Manager (Zone 2)

Job Focus

Operations/Program

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

[Redacted]

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Financial Services/Business Services/Accommodation

Current organizational chart attached?

Position ID [Redacted] Name (30 characters) [Redacted]

Supervisor's Current Class

Senior Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Manager will strategically plan, manage and address ministry needs for office and special purpose spaces for their assigned divisional client service unit portfolio, ministry vehicle parking, and office support services.

The incumbent will lead the ministry's annual capital planning initiative (CPI) submission by working in collaboration with the other Accommodations manager, the Accommodations planners, Alberta Infrastructure (INFRA) Capital Planning and Justice Financial Planning towards the submission of approved capital project requests to Alberta Finance and Treasury Board.

Responsibilities

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

- 1. Responsible for ministry accommodations planning, strategizing, budgeting and the delivering of facility services:
 - > On an on-going basis, assess and monitor on-going accommodation needs of designated client service units

within the ministry.

- Work with Justice Financial Planning and INFRA in the preparation of the ministry Capital Project submission.
- Lead and co-ordinate the preparation of the ministry annual accommodation priorities for submission to INFRA.
- Assist program areas and INFRA with accommodations studies and business case development during the pre-planning stage of capital projects, and upon funding approval, provide advice and consultative services during the planning, design, construction, and move phases of capital projects, including the provision of furnishings, and specialized fitments and equipment.
- Develop effective accommodation strategies, proposals and plans that consider and balance current and future ministry needs, available budget dollars (capital and operating), priorities, space suitability and availability, and delivery capacity by industry, INFRA and other support providers.
- Evaluate accommodation project requests from branches and recommend revisions to the requestors if required, to balance needs and available funding.

2. Accountable for meeting support service needs for ministry staff (furnishings fitments and equipment, parking,):

- Manage ministry parking spaces and allocation of such according to the GoA policy, INFRA's On-line Parking Request and Administration (OPRA) system, to address Justice's evolving business needs.
- Lead the development of a internal to Justice Parking Standard to manage ministry parking allocations.
- Resolve complex and sensitive issues that arise with parking in line with applicable legislation, regulations and GoA policy.
- Oversee and co-ordinate ministry requests for office moves, repairs, building operations concerns, maintenance and security needs.
- Oversee complex furniture projects from design and budget approval to procurement, billing and installation.
- Approve surplus furniture requests on the OSSI system when submitted from designated client service units.

3. Supervise, lead and provide oversight:

- Responsible for the direct supervision and performance management of the facilities coordinator, the parking and administrative coordinator, the telecom and financial specialist and accommodation planners, as designated.
- Provide leadership and guidance to the Accommodation team, using systems thinking to identify operational process improvements, and leveraging client relationships to optimize project delivery, while challenging the current process.
- Provide oversight on services received from Service Alberta, INFRA facility planners, project managers, furniture team coordinators, furniture dealers and contractors and design consultants and contractors.

Problem Solving

Typical problems solved:

The manager must strategically and creatively solve issues regarding conflicting objectives of maximizing space allocations and at the same time keeping costs to the minimum to maximize budgets for approved and requested accommodation projects.

Due to limited budgets, the prioritizing of accommodation and facility projects will be according to their perceived urgency. The incumbent must be able to recommend priority based on multiple and often complex factors and circumstances.

In the negotiation role, the manager must be able to synthesize complex issues into a win-win solution or option that meets the strategic direction of the division or ministry as a whole.

The incumbent must be able to resolve design or construction issues given structural constraints, building codes and functional requirements, for example re-stack projects as well as limited budgets.

Types of guidance available for problem solving:

Infrastructure guidelines, SOPs, and Charters.
Treasury Board Directives.
Leadership.

Direct or indirect impacts of decisions:

Adequate facilities and accommodations affect all areas of the ministry as well as the public who rely on effective Justice services.

The manager operates with significant latitude in representing client needs, in finding solutions and meeting requirements. Failure to provide adequate space solutions may result the delay of obtaining staffing resources within the required timeframes, resulting in less than optimal services to the public or potential compromises to the Justice system.

In addition, incorrect decisions made on the adequacy of designs can translate into higher costs for re-work, could cause disruption in the offices caused by longer than necessary renovation and construction phases and hinder program areas in achieving their objectives within desired timeframes. Existing lease arrangements may need to be extended, which would also increase the costs incurred by INFRA.

Failure to communicate scheduling in a timely manner to the stakeholders could lead to delays in renovations and office moves, cause program delivery difficulties for other departments waiting for the space currently occupied by this ministry, in cases of re-stack projects and increase costs.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

- Assistant deputy minister, Financial Services
- Executive director, Business Services
- Director, Accommodations
- Managers, Accommodations
- Assistant deputy ministers, executive directors, directors, managers and staff of other divisions and branches
- Boards and commissions (e.g. Alberta Review Board, Criminal Injuries Review Board, Alberta Human Rights Commission, etc.)

External

- Alberta Infrastructure
- Service Alberta
- Consultants and contractors
- Other ministries

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Applied Degree			

If other, specify:

Or equivalent experience

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

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		

Creative Problem Solving	○ ○ ○ ● ○	<p>Works in open teams to share ideas and process issues:</p> <ul style="list-style-type: none"> • Uses wide range of techniques to break down problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization 	<p>The manager must strategically and creatively solve issues regarding conflicting objectives of maximizing space allocations and at the same time keep costs to the minimum and thereby maximize budgets for approved or requested accommodation projects.</p> <p>They must quickly navigate complex challenges, collaborate with diverse groups, and provide expert insights to the Ministry.</p>
Agility	○ ○ ○ ● ○	<p>Proactively incorporates change into processes:</p> <ul style="list-style-type: none"> • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices 	<p>Due to limited budgets, accommodation and facility projects will need to be prioritized according to their perceived urgency. The incumbent must be able to recommend priorities based on multiple and often complex factors and circumstances. This position must be able to multi-task and quickly assess from a conceptual point of view, various complex interrelated accommodation needs and evaluate against available resources and capacity.</p>
Drive for Results	○ ○ ○ ● ○	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission 	<p>In the negotiation role, the manager must be able to synthesize complex issues into a win-win solution or option which meets the strategic direction of the division or ministry.</p> <p>Successfully driving for results, while being dependent on a wide set of partners and stakeholders at the divisional, department, GoA, and all three levels of Court each with their</p>

			own needs and interests.
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Involves a wide group of stakeholders when working on outcomes: <ul style="list-style-type: none"> • Involves stakeholders and shares resources • Positively resolves conflict through coaching and facilitated discussion • Uses enthusiasm to motivate and guide others • Acknowledges and works with diverse perspectives for achieving outcomes 	The position guides, supports, and motivates groups and networks throughout the ministry, across the GoA, federal and municipal levels of government, and external stakeholders. This position is expected to work independently in complex situations to ensure that objectives, deliverables, and outcomes are achieved.

Benchmarks

List 1-2 potential comparable Government of Alberta: Benchmark

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.

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