

New

Ministry

Public Safety and Emergency Services

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Corporate Planning Manager

Requested Class

Manager (Zone 2)

Job Focus

Corporate Services

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

FSD/BSB/Facilities and Fleet Services

☒ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Paul Redding

Supervisor's Current Class

Senior Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Director of Facilities and Fleet Services, the Corporate Planning 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.

A key responsibility of this position is to develop and coordinate short and long term accommodation plans and strategies that align with ministry priorities. These plans will support business goals by providing suitable office and special-purpose accommodations, facilities, and support services for staff.

This position is responsible for assisting divisions with the development of business cases to support cross-ministry capital project submissions.

During the design, construction and implementation phases of all projects, the manager will provide leadership and consultative advice towards design solutions, construction projects management, security processes and furniture and fitment aspects to meet clients needs.

The incumbent will be formulating and ranking the annual ministry accommodation priorities submission for their assigned portfolio towards executive team approval and submission to INFRA, followed by monitoring the progress of advanced proposed priorities towards INFRA funding approvals.

This position ensures that requested and approved accommodation project requests assigned to accommodation planners are proceeding in a satisfactory manner, ensuring obstacle resolution, and providing updates and briefings with solid recommendations to PSES divisional leadership and senior management as required.

The incumbent will oversee accommodation projects by INFRA project managers and consultants, including re-stacking, new construction and the replacement and expansion of government-owned or leased office facilities. Expectations include achieving high customer satisfaction through prompt action, competent leadership, effective project management, and cost-effective delivery. The manager will provide final client approval of architectural working drawings and specifications.

This position regularly monitors, assesses and evaluates:

1. Request for Accommodation (RFA) Submissions
2. The branch operations to ensure current and future accommodation, equipment and support services meet the needs of changing program directions and new initiatives.
3. Adjustments needed to ensure timely planning and coordination to meet clients needs.

This position oversees accurate data collection for accommodations in the Business Continuity Planning (BCP) database, Reconciles it with INFRA's space allocation and verification reports, and develops the data for disclosure in ministry financial statements.

The incumbent acts as the declaring office for surplussing of PSES furnishings through the Service Alberta's (SA) On-line Surplus Sales Information (OSS) system.

The incumbent oversees the PSES Parking Coordinator ensuring parking requests are processed accurately reflecting the GoA Treasury Board parking Directive and INFRA's policies and procedures.

Responsibilities

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

Leadership and Support is Provided to team members and senior management on a day-to-day basis to meet Unit, and/or ministry goals and priorities.

Activities:

- * Responsible for the direct supervision and performance management of the parking and telecom coordinator, and accommodation planners, as delegated.
- * Provide leadership and guidance to Accommodations 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 SATR, INFRA facility planners, project managers, furniture team coordinators, furniture dealers, design consultants and contractors.
- * Resolve complex operational challenges and include staff in developing solutions.
- * Provide support for the development and implementation of various plans and monitor progress and completion.

- * Manage the preparation of action requests, ministerial briefings, background documents, and correspondence for consideration by ministry and government representatives and officials.
- * Develop, implement, and review initiatives to seek feedback from staff, other clients and internal stakeholders relating to satisfaction levels with specific aspects of service delivery.
- * Identify innovative methods to support the engagement of departments staff, including attendance at meetings and contribution of accommodations advice, expertise and knowledge.
- * Coach and develop team members to address client requests for advice and assistance.
- * Support the professional development of staff, building a positive environment based on GoA values.
- * Establish and build relationships with department staff, other departments, consultants, contractors, and stakeholders.
- * Assume responsibility for accountabilities and deliveries for the director, when required.

Corporate Accommodations, Capital Maintenance Renewal Projects and Manage Facility Challenges

Activities:

- * Oversee corporate accommodations for the ministry, this includes and is not limited to, SSII, FSD, PSD head office, CSD head office, Police Review Commission, Training academy.
- * Continuously assess and monitor the accommodation needs of designated client service units within the Ministry.
- * Coordinate and Collaborate with PSES Financial Planning, TBF, and INFRA in the preparation of the ministry Capital Project submission and any capital Maintenance renewal request for Fleet.
- * Lead and co-ordinate the preparation of the ministry annual accommodation priorities for assigned portfolio submissions to INFRA.
- * Support program areas and INFRA with accommodation studies and business case development during the initial planning stage of capital projects. Upon funding approval, provide advice and consultative services throughout the planning, design, construction, transition phases, including furnishings, specialized fitments, and equipment.
- * Develop effective accommodation strategies, proposals, and plans that 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 director if required, to balance needs against available funding.
- * Collaborate with INFRA planners and project managers, property managers, leasing staff and management, furniture team, and PSES senior management to meet accommodation needs.
- * Liaise with design consultants, contractors, INFRA, SATR, and other ministries (if applicable) in the delivery of accommodation services
- * Ensure thorough review, analysis, and communication of design solutions (architectural drawings, blue prints etc.) to senior management and occupants.

- * Oversee and coordinate ministry requests for office moves, repairs, building operational concerns, maintenance, and security needs.

Surplus

Activities:

- * Acting surplus deceleration office within the OSSI system when submitted from designated client service units.
- * Assign resources when required to provide assistance to divisions regarding surplus.
- * Oversee the removal of surplus if it is in coordination with a project.
- * Provide approval and communicate with SATR who will be attending surplus agent training.

Parking and Telecommunications

Activities:

- * Manage ministry parking spaces and allocation of such according to GoA policy, INFRA's Online Parking and Administrative (OPRA) system, to address PSES's evolving business needs
- * lead the development of an Internal PSES Parking Standard to manage ministry parking and allocations.
- * Resolve complex and sensitive challenges that arise with parking, in accordance with applicable legislation, regulations, and GoA policy.
- * Brief senior management as required.

Policy Development

Activities:

- * Ensure operational policies and business rules for the Business Services Branch, Facilities and fleet service team align with legislation and applicable directives, (e.g., Alberta Infrastructures Roles and Responsibilities.
- * Develop a comprehensive framework for Facilities and business rules, including review and approval process.
- * May lead policy and rule development for the department division, or branch as directed by senior leadership.

Financial, Project, and Accommodation Cost Reporting

Activities:

- * Leads budget development and forecasting, serving as the primary liaison for Financial Services Branch and other divisional units.
- * Manages Financial reporting, tracking capital and operational expense, and overseeing tasks such as inter-unit transfers, agreements, and grants.

- * Directs financial projects as assigned by senior leadership.
- * Creates Monthly divisional reports to provide valuable updates to divisions on their project status.
- * Generate bi-weekly project reports for Business Services, Executive Director.
- * Maintain records of ministry-occupied space, including allocated costs, site contacts, and space utilization, as well as records of ministry-supported non-government users occupying GoA space.

Support Emergency Management Program

Activities:

- * Provide support to ensure appropriate planning and preparedness for crisis management and the facility level.
- * Work closely with the Director, Emergency Management for business continuity plans.
- * Serves as the Accommodation coordinator with the Ministry Response team for job action events and in case of a major emergency event.

Problem Solving

Typical problems solved:

The manager must strategize and creatively resolve obstacles related to conflicting objectives: maximizing space allocations while minimizing costs. This ensures that budgets for approved and requested accommodation projects are optimized, all in compliance with relevant legislation, policies, procedures, and standards.

Given limited budgets, accommodation and facility projects will be prioritized based on their perceived urgency. The incumbent must be able to recommend priorities considering multiple, often complex factors and circumstances.

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

Proactively recognize potential obstacles and concerns including those with political sensitivities and alert senior ministry representatives accordingly. Advise senior ministry representatives of options for emerging and complex challenges.

Develop solutions and mitigate conflicting perspectives to resolve challenges associated with the use of facilities by multiple divisions/branches, and to maximize utilization of space.

Directs accommodation projects with minimal supervision, based on general direction and guidance.

The position deals with challenges which are diverse, complex, and often politically sensitive with staff across the department.

Multiple factors influencing priorities beyond the ministry's interests must also be taken into account (i.e., Health and safety, multiple department use of facilities, exiting process and system in other ministries).

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

Types of guidance available for problem solving:

The Planning Manager is part of a management team that is expected to include another related management position, Fleet Safety Manager, and the Director Facilities and Fleet. The manager will also

have access to a network of other managers in the Business Services Branch, Financial Services division, and across PSES.

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 security and correction services

The Planning Manager can discuss obstacles to this group. Given the supportive environment related to GoA facilities and accommodations, the incumbent may also discuss challenges with colleagues from Infrastructure (INFRA) and Service Alberta as needed.

Incorrect decisions regarding design adequacy can lead to higher re-work costs, office disruptions due to prolonged renovation and construction phases, and delays in program areas achieving their objectives. Additionally, existing lease agreements may need to be extended, further increasing costs for INFRA.

Failure to communicate scheduling promptly to stakeholders can lead to delays on renovations and office moves, disrupt program delivery for departments awaiting ministry's space (in re-stack projects) and increase costs.

Work is often performed under pressure of multiple demands and non-negotiable time frames. This position consults with the Director for matters with potential for significant impact on operation, allocation of resources, or relations with other business units. Decision situations pertaining to stakeholder relations are also discussed with the supervisor.

Key Relationships

Major stakeholders and purpose of interactions:

Internal Key Relationships

1. Facilities Team Staff: provide leadership and management to staff. Provide general guidance, information, assignments and updates. Collaborates on capital project priorities and implementation, parking requirements and initiatives, process changes impacting accommodation project delivery.
2. Assistant Deputy Minister, Financial Services Division: Provide updates on accommodations plans and key projects.
3. Executive Director, Business Services: Provide updates on accommodations plans and key projects, receive general guidance, information, assignment and updates.
4. Director, Facilities and fleet Services: Receive general guidance, information, assignments and updates. Submit accommodation budgets, strategies, proposals, and request for decision.
5. Facilities and Fleet, and Business Services Management team: Receive and provide guidance, information, and updates. Collaborate on unit level projects and initiative.
6. PSES Executive Team, Executive Directors, Senior Managers, and staff of other divisions and branches: Provide updates on accommodations plans, and key projects.
7. Other Units across the ministry: Deliver information, coordinates, and accommodates new staff and correct any health and safety issues. Provides consultation, advice, and process related to accommodations and space utilization projects.
8. PSES Boards and Commissions (i.e. Law Enforcement Review Board): Ensure unique requirements are being met to enable Boards and PSES supported agencies to carry out their responsibilities in an efficient and appropriate manner (i.e. accommodate new staff, provide support services, address evolving technology needs and changing operational processes).

External Key Relationships

1. Alberta Infrastructure (INFRA): Defines, reviews, and approves designs (floor plans) for new and renovated spaces. Communicates and represents Ministry accommodation and facility needs for planning and delivery, clarifies standards and requirements, and facilitates cross-ministry meetings. Additionally, provides input into budget submissions, responds to queries, and refines designs and program documents.
2. Innovation and Technology: Oversee successful office moves, along with phone and IT needs and services received from SA. Ensure challenges are resolved. Monitor performance and ensure needs are being met.
3. Consultants and contractors: Ensure appropriate resources are utilized for projects funded directly by Ministry. Perform contract management (as required). Oversee design consultants in the development of functional spaces. Oversee contractors in delivering specified construction/renovation outcomes.
4. Other Ministries: Consult on upcoming office moves and share accommodation planning information as needed. They identify requirements for shared accommodations, such as Fish and wildlife offices, Commercial Vehicle Inspection stations, and Parks Enforcement offices. Additionally, they work closely with Service Alberta and Red Tape Reduction on surplussing assets for the ministry.

Required Education, Experience and Technical Competencies

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

If other, specify:

5 years exp. in interior design, property management, functional space planning, and construction man.

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

Knowledge and understanding of ministry's mandate, business plan objectives, goals and initiatives, organizational structure and sensitive challenges. Along with an understanding how the business plan objectives relate to facility and support service requirements.

In depth knowledge of service delivery mechanisms including project administration, project design, project management, construction, and commissioning processes. Must have the ability to understand and communicate blue prints and architectural drawings, along with knowledge of or experience with computer-assisted design (CAD/AutoCAD) tools. With extensive knowledge of standards, process, and best practices used for planning and developing accommodation projects.

Minimum of five years direct related education and experience related to building construction, property management, functional space planning, architectural design and interior design, construction management, and procurement. (i.e. Degree in Interior Design, or related discipline).

Experience in negotiation and dispute resolution with the ability to handle multiple projects, stay organized and in control of priorities and time-lines, while maintaining the ability to communicate with diplomacy and tact.

Strong oral and written communication skills, with strong interpersonal skills with a proven customer service focus.

Frequent business travel to meetings and accommodation sites throughout the province is required: the incumbent must possess a valid driver's license.

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	○ ○ ○ ● ○	<p>Involves a wide group of stakeholders when working on outcomes:</p> <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 	<p>Planning Manager builds and maintains a collaborative environment for facilities and accommodations projects. The projects are multi-faceted with internal clients and external stakeholders. The Planning Manager must exhibit a high level of competency in this domain.</p>
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>Facilities and Accommodations projects involve multi-interests and often have budget limitations.</p> <p>Accommodation projects often involve efforts to improve conditions for staff and often have significant budget or resource limitations.</p> <p>The Planning Manager must take a creative approach in looking to solve problems and advance projects toward completion.</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>Facilities and Accommodations projects can be difficult to complete. They involve a lot of negotiation and working collaboratively with Alberta Infrastructure and client groups. It is easy for projects to lose momentum and for client groups to lose interest. Significant drive for results as well as keeping the team motivated and enthusiastic is required to keep projects moving forward and to keep up team morale.</p> <p>Ongoing assessment of project success through</p>

			<p>analysis of post-occupancy design reviews. Projects meet short & long term needs of stakeholders. Continuous Improvement.</p> <p>Ongoing engagement with stakeholders; leading initiatives.</p> <p>Setting high standards for quality of work beyond what is normally expected.</p>
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 • Maintains stakeholder relationships 	<p>Many of the documents this positions is responsible for requires thorough collaboration with other groups within the ministry and across government.</p> <p>Input is required to ensure that various perspectives and considerations are included.</p> <p>Seeking the ideas, concerns and needs of multiple stakeholders for mutual benefit on an ongoing basis.</p> <p>Cultivating useful contacts with broad range of people in variety of strategic positions.</p> <p>Making a conscious efforts to understand differences and establish common interest with colleagues in other areas of the ministry, and across government.</p>
Agility	○ ● ○ ○ ○	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, 	<p>Finding alternatives that will meet the stakeholders underlying needs</p> <p>Flexibility applying guidelines or procedures to get the job done and</p>

		<p>calm and composed in stressful situations</p> <ul style="list-style-type: none"> • Seeks advice and support to change appropriately • Works creatively within guidelines 	<p>meeting ministry objectives.</p> <p>Enthusiastically adopting new systems or procedures</p> <p>Maintaining an open perspective on stakeholders concerns or problems; exploring different alternatives; displaying empathy.</p>
Systems Thinking	○ ○ ● ○ ○	<p>Takes a long-term view towards organization's objectives and how to 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>Understanding of and applies the planning needs of clients and stakeholders with accountability requirements and standards and processes.</p> <p>Understands how key issues, processes and outcomes affect the delivery of programs in the ministry.</p> <p>Assessing options, trends and solutions and calculating any potential implications these may have on the Ministry's future direction.</p> <p>Generating solutions to problems to align with and or balance ministry needs.</p>

Benchmarks

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

Justice, Planning Manager.
Children's Services, Planning Manager.

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