

Working Title
Senior Program Analyst

Name

Position Number	Reports to Position No., Class & Level	Division, Branch/Unit	Ministry
		Housing Division, Capital Initiatives/Capital Contracts & Reporting/Capital Administration & Reporting	Seniors and Housing

Present Class Finance 4 (FN 4)	Requested Class Finance 4 (FN 4)	Levels to Deputy Minister (Not including incumbent level) 5
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Dept ID	Program Code	Project Code (if applicable)

PURPOSE: Give a brief summary of the job, covering the main responsibilities; the framework within which the job has to operate and the main contribution to the organization (see Non-management Job Description Writing Guide Page 7-8).

Reporting to the Manager, Capital Administration & Reporting, this position has responsibility for the administration of Capital projects including Alberta Social Housing Corporation (ASHC) owned and Housing Management Bodies (HMB) owned/operated, lodge, seniors self-contained, and community housing. In addition to the current approved funding of \$484 million under the capital developments program and \$112 million under the 11/12 capital improvements program, the magnitude of the capital program is \$1.2 billion over the next 5 years in various categories including capital investment, capital grants, housing and special needs initiatives in partnership with Human Services. This position is also responsible for the Capital project reporting, project budget / progress monitoring and the cash flow forecasting. In addition, following senior management's direction, this position provides supports in the development and improvement of the program delivery processes and procedures. To be effective, duties will require the interaction with department senior management level, Project Managers, Project Coordinators, other departments/government officials, Housing Management Bodies (HMBs), Grant Recipients, and the private sector vendors.

This position will apply professional knowledge and consultative skills related to the project management, procurement, statistical researches, and financial policies to the delivery of the Capital projects (ASHC owned /support and HMB owned) and Grant Programs (HMB owned Lodge Renewal Funding Initiative grants, Capital Improvements for Municipality/Non Profit Owned housing, housing for the homeless initiatives, affordable housing, etc.).

The position ensures the activities of the Capital Initiatives area are aligned with the goals, objectives and deliverables of the Branch, Division, Ministry and Government of Alberta Business Plans. Travel to various locations throughout the province may be required.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 major activities should be described (See Writing Guide Page 9-10).

1. Develop and improve the standard procurement and program delivery processes and procedures for the effective and efficient delivery of the capital initiatives, and monitor the program delivery quality for continuously improvements.
 - Develop and improve the project management processes and procedures, the standard templates, and process requirements for delivery of for capital programs.
 - Consult and collaborate with internal officials and external stakeholders in the evaluation and improvement of the project management processes.
 - Facilitate internal review on the program delivery and project management processes and procedures to ensure the capital initiatives are delivered following the defined processes and procedures.
 - Support and provide inputs to the program delivery quality assurance and processes and procedures improvement for capital initiatives.

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- Identify the potential risks on the standard processes and procedures according to the risk assessment framework with defined strategies on each risk identified.
 - Provide inputs to financial process and reporting for HMBs or vendors in accordance with divisional and GOA requirements.
2. Prepare and provide accurate, timely and comprehensive periodical reports to the senior executive level, other government departments, and stakeholders on capital investment project delivery progresses and funding status to monitor and ensure overall projects remain with the scope, budget parameters and timelines.
 - Lead on the preparation of monthly EMCPR capital reports to Alberta Infrastructure and the reports to DM/the Minister.
 - Prepare other periodical reports to senior executive level and other government departments for investment project monitoring on the project delivery progresses (project phases), time schedules, and funding status (project budget, costs, cash flow updates and forecasting).
 - Establish the project budget cash flow and cost cash flow modules for capital projects to monitor and adjust the project funding and provide the financial reports to reflect with the up-to-dated project costs.
 - Track and monitor the project progress data and costs with any changes during the project development process by effective communication with internal project team members and external stakeholders (HMBs or vendors) to ensure the alignment with the provincial objectives and requirements.
 - Monitor and evaluate the capital project budget / cash flow variances and provide inputs in the process for handling these pressures.
 - Participate in the development of new reporting forms for annual reports based on the parameters of the various conditions.
 - Review the audited statement of final project costs when the project is completed.
 3. Process and monitor the capital project payments to ensure that financial management procedures and internal controls are adequate in which the terms and conditions of the Contracts and Grant Funding Agreements are met.
 - Verify and process payment claims, follow up on outstanding funds and reconcile funds owned to stakeholders for capital development projects to ensure the total payments compliant with the Contract or Grant Funding Agreement.
 - Respond to and provide ongoing supports to external stakeholders (HMB and vendors) on the payment requirements, payment status, or any payment related inquiries, including the HAL system trouble-shooting and the policy clarification, by consulting with the project team members and Funding and Accountability Department (F&A).
 - Review and reconcile payments and advancements made to date with F&A periodically for capital projects and identify receivables or payables arising from the contracts and agreements for consistent financial reporting to ensure projects within approved budgeted targets.
 - Develop / update the Purchase Order / Cheque Requisition Checklist templates and Grant Funding Advancement Schedule templates based on the Capital Contracts and the Grand Funding Agreements.
 - Manage the payment documents in terms of the paper file documentation and electrical files Share Pointing posting according to pre-designed file management guidelines to ensure the program delivery procedures consistent with the guidelines.
 - Provide financial supports and analyses on proposed project scope changes and change orders.
 4. Collaborate and provide supports on the development and implementation of different data based Housing system and interact with IT staff for consistent Housing data and file management.
 - Provide input to the Ministry of Seniors and Housing Client Relationship Management (CRM) System and support the system implementation of the Housing component to ensure that business unit requirements are fully considered.
 - Provide inputs to Alberta Infrastructure VFA Asset Assessment Advanced Reporting by collaborating with an 8-year Lodge Facility Evaluation Plan and providing recommendations on lodge data criteria refining and data error corrections.
 - Participate in Capital Initiatives Record Management Working Group to identify the document classifications, contribute in developing the record management processes and procedures, and facilitate the record management implementation in different program phases.
 - Provide inputs to the Ministry's Share Point Working Group on web function testing; file transferring, and system implementation.
 5. Support the development of strategic delivery programs and processes for the implementation of the divisional Capital Plan.
 - Support the overall strategy for the delivery of capital projects based on knowledge of specific properties and projects within approved budgetary allocations.
 - Provide input into the development of the Housing Division 3-Year Capital Plan.
 - Work with the Stakeholders Relations Unit on capital investment projects identified.
 - Provide support to cross government initiatives by working with internal officials and government departments, HMBs, and other private organizations.
 - Respond to or provide inputs to Annual Reports, Action Requests, Information Requests, briefings, divisional plans and

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accountability documents (Annual Report, Measuring Up, etc.)

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also, identify the internal or external areas the job impacts. (See Writing Guide Pages 11-12)

ASHC and the Ministry provide funding for social housing and capital initiatives and must ensure that funding provided is consistent with program guidelines. Grant recipients, HMBs, and Private Non-Profits, etc., located throughout the province, have a critical role in the delivery of affordable and social housing for families, seniors, individuals and homeless Albertans.

This position works closely with external clients throughout the province, with an emphasis on providing consultative advice and guidance to management and officials to support decision-making. This position provides leadership in financial management, internal control, and responding to the following groups:

External:

- Grant Recipients and financial staff;
- Contractors and Sub-contractors;
- MB boards, CAO's and financial staff;
- Public accountants;
- Private / non-profit groups;
- Administrative transfer groups; and,
- The Office of the Auditor General.

Internal:

- Assistant Deputy Minister;
- Program Executive Directors / Directors;
- Program Managers / Project Coordinators;
- Housing and Portfolio Advisors; and
- Senior Financial Officer and staff,
- Alberta Infrastructure,
- Other Government representatives.

This position leads in the financial reporting and monitoring of capital projects within Alberta, including 47 capital developments projects with an approved budget of \$484 million dollars (estimated project costs of \$578 million dollars), plus \$1.2 billion over the next 5 years in various categories including capital investment, capital grants, housing and special needs initiatives in partnership with Human Services. Also, this position involves in capital budget/cash flow forecast processes.

This position will:

- Provide knowledge of government policies and guidelines to develop and improve the standard procurement and program delivery processes and procedures for capital initiatives programs, and also monitor the program delivery quality assurance for continuous improvements.
- Provide knowledge of the project management and in depth computer skills to provide accurate, timely and comprehensive periodical reports to the senior executive level, other government departments, and stakeholders on current and future capital investment project delivery progresses and funding status to ensure overall projects remain with the scope, budget parameters and timelines.
- Provide finance expertise to process and monitor the current and future capital development project payments to ensure that financial management procedures and internal controls are adequate that the terms and conditions of the Contracts and Grant Funding Agreements are met.
- Provide systematic thinking and problem solving skills to collaborate with internal departments and external stakeholders to support the capital investment project related activities, as well as provide input to support the Housing Data/System implementations.
- Provide professional experience in Strategic Analysis to support the overall strategies for the business plan, capital plan, housing initiatives, and cross government initiatives.

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

1. University degree in commerce, business administration, etc. with at least 5 years work experience in related fields. A professional accounting designation (CPA, CGA, CMA, CA) or a Master degree in economics, commerce, or business administration would be an asset. This position also requires project management experience and ability to manage complex projects. Project Leadership certificate would be an asset.
2. The position requires significant knowledge in the following areas:
 - Relevant legislation affecting housing and delivery of programs including but not limited to the Alberta Housing Act and Regulations, Grant Funding Legislation, contract administration, financial administration, and construction practices.
 - Project management theories, principles and practices in defining scope, quality parameter, maintain scheduling and budget targets in planning, development, and implementation stages.
 - Effective communication, knowledge of the operating dynamics of administrative bodies such as management bodies, non-profit organizations, private companies and municipalities.
 - Contract management policies and procedures.
 - Contract law and procurement methods.
 - Experience in managing Contracts and Agreements that involve housing management bodies, municipal governments, not-for-profit entities and the private sector.
 - Experience in strategic analysis, real estate strategies, data analysis, market research, social economic factor forecasting, project processes and procedures, and project procurement.
 - Strong consultative and presentation skills to communicate financial information to stakeholders and the ministry decision makers.
 - Financial reporting and accounting principles.
 - Knowledge of Government Senior Facility Design Guideline and spatial requirement.
 - General knowledge of the current building code and Alberta Barrier Free Design Guideline.
 - Knowledge of design and construction processes.
3. Experience and/or certification in the following: SharePoint, Microsoft Office Suite including Visio and advanced Excel and Word level, HAL system, VFA System, Microsoft Dynamics CRM, and Adobe Suite would be an asset.
4. Must have a valid driver's license.
5. Flexibility, able to adapt to multiple and often changing priorities.

CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

Internal Contacts:

	Frequency	Nature and Activities
Branch Staff /Staff in other branch/division of the Ministry	Daily	Provide supports and advice to the Branch staff team based on areas of expertise and experience, establish priorities, establish performance plans/targets and assess progresses / achievement, facilitate collaboration, and resolve issues, coach and encourage junior staff
Manager, Capital Administration & Reporting (Immediate Supervisor)	Daily	Report on branch activities, provide information / researches, and report on provincial delivery of capital programs; Provide inputs and recommendations to assist with sound decision making
Other Branch Managers	Daily	Provide assistance to other managers within the Capital Initiatives team based on areas of expertise and experience
Director, Capital Development and Director, Capital Improvements	As required	Interact with the Director to ensure Branch Activities are consistent and coordinated with Divisional business plan, goals, and the activities of other business units
Executive Director, Capital Initiatives	As required	Interact with the Executive Director to ensure Branch Activities are consistent and coordinated with Divisional business plan, goals, and the activities of other business units
Divisional Directors/Managers	As required	Interact with Divisional Management Team to ensure Branch Activities are consistent and coordinated with Divisional business plan, goals, and the activities of other business units
Assistant Deputy Minister	As required	Provide information, researches, and briefings on issues requiring discussion/decision by the Assistant Deputy Minister
Minister / Deputy Minister	As required	Provide information, researches, and briefings on issues requiring discussion/decision by the Minister and Deputy Minister

External Contacts:

	Frequency	Nature and Activities
Housing Management Bodies (HMBs)	Weekly	Provide information that ensures the HMBs be aware of and informed on capital initiatives processes and procedures, project progresses, and funding inquires
Other Government Departments or levels of Government	Monthly	Provide information or inputs for cross-ministry initiatives relating to capital delivery processes and Capital Development projects schedules and funding updates
Municipalities	As Required	Promote Municipal participation and support for new housing initiatives, including the facilitation of funding under new capital housing initiatives
General Public	As Required	Provide information that ensures the public be aware of and informed on capital housing initiatives
Private Sector Contractors	As Required	Provide information relating to capital initiatives processes, follow up on claims, and monitor the timelines of contract completions

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of position directly supervised (See Writing Guide [Page 15](#)).

There is no direct internal government employee reporting to this position; however, arms-length organizations, primarily the grant recipients and HMB, will utilize the Senior Financial Advisor as an expert resource for advice to conduct appropriate financial transactions within their organizations. Also, this position provides guidance to junior positions within the branch. The position also oversees the submissions of public sector accountants and prepares adjustments as necessary to ensure reporting complies with Ministry's requirements.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of position directly supervised (See Writing Guide [Page 15](#)).

CHANGES SINCE LAST CLASSIFICATION REVIEW: Identify significant changes that have impacted the responsibilities assigned to your position since the last review (See Writing Guide [Page 15-16](#)).

ORGANIZATION CHART: A current organization chart that includes supervisor, peers and staff MUST be attached. (See Writing Guide [Page 16](#)).

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.

Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned (See Writing Guide [Page 16](#)).