

New

Ministry

Infrastructure

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

RPG Sector Planner

Requested Class

Program Services 4

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Properties/Asset Management/Land Planning

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Director, Land Planning Unit

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The position provides professional review of and accountability for administration of applications under the Real Property Governance Act, the Post-Secondary Learning Act, and the Education Act for surplus property applications. The position also supports the Managers and Director in ongoing administration of the Real Property Governance Act generally.

The position ensures that any dispositions result in the orderly, efficient and effective use of Crown-controlled lands.

Responsibilities

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

The position supports the Managers and Director by performing the preparation and drafting of instructions and documents for Post-Secondary and Education sector surplus properties. Identifies issues and seeks solutions where these initiatives may impact other entities who have requirements for properties to be acquired, disposed or developed. Identifies and analyzes opportunities for properties to support capital projects or other Government needs.

The position also ensures the accurate processing of Real Property Governance Act decisions, and Required Ministerial Orders under Section 67 of the Post-Secondary Learning Act to recommend approval (or rejection) of the proposed disposition. The position is given responsibility to coordinate non-routine projects which have more complex and sensitive natures. Gives advanced support for responses to proposed disposition properties.

The position supports the above activities by preparing and drafting decision-making documents for Director and Manager's signature such as letters, Ministerial Orders, related briefing notes, revision or rejection letters and other memorandums. Responsible for coordinating project files with completeness, integrity and milestone steps.

Acquisition Decisions

Prepares and drafts documents for Infrastructure's acquisition of land under the Real Property Governance Act. Prepares due diligence steps and drafts any request forms or memorandums necessary to instruct needed property acquisitions. Consults with staff from Infrastructure and other Government departments to clarify and confirm land needs, identify and interpret property encumbrances and other details. Arranges and provides Management with project background information. Liaises with Realty Services to ensure budgets are available.

Land Disposition Projects

Prepares and drafts documents for RPG surplus disposition projects. Determines whether the subject lands can be disposed "as is" or requires further value-added planning input prior to approval (subdivision, lot consolidation, lot boundary changes, utility rights of way, changes in servicing, etc.). Arranges and provides Management with project background information, analyses and recommendations for further actions.

Capital Projects and Interdepartmental Awareness

Reviews and gives advice on issues of municipal zoning bylaws, Area Structure Plans and Servicing/Development Agreements with municipalities and utility operators. Works with capital project and Management to identify property potential for various capital projects, or other Government needs. These decisions result in developed and non-developed properties being retained or transferred to other end-user entities.

Real Property Governance (RPG) Program

Assists Management with delivery of the RPG program. Works with Legislative Planners to facilitate Ministerial Orders for Post-Secondary dispositions. Determines if a RPG, and/or PSLA applications are complete and acceptable. Coordinates decision-making processes with other provincial bodies (Capital Projects Division, legislative planners) for non-routine or complex requests. Issues correspondence outlining deficiencies in applications and requests required information. Reviews legislated compliance steps to support file completion. Reviews Post-Secondary Land disposition applications, Education sector disposition applications, and looks to establish and improve practices for the same. Fine tuning of prompt response strategies with stakeholders and government departments.

Assists with process development, process improvement, and record keeping for RPG activities. Seeks to continually improve and refine processes, records systems, digital and non-digital tools, education and knowledge transfer for departmental counterparts in all sectors. Maintains awareness of broader department and Government property needs.

Referral Function

Checks applications for completeness and appropriate level of context. Liaises with Post-Secondary bodies, school jurisdictions, Capital Projects Division, and legislative planners in this regard. Refers documents out to departments and stakeholders for comment and answers questions when possible. Maintains strong, positive relationships with other departments.

Problem Solving

Typical problems solved:

The position must understand complex challenges to timely and successful completion of Government land related issues. Where the position identifies challenges to a project, analysis, conclusions and independent actions will be taken with Manager awareness on routine matters. Must be able to understand where the magnitude, complexity or sensitivity of non-routine issues needs advice, instruction or a decision from management. As needed, advice and recommendations will be given to Management on non-routine matters or those which trigger delegated authorities or expenditures.

The position must have superior organizational, prioritizing and communication skills. Must be able to work independently, in teams and demonstrate professional conduct in written reports and verbal communications. Must be able to understand and respond to typical stakeholder concerns with timing, information and technical requirements, and processes regarding affecting real property. Effectively carry out site inspections and meetings with stakeholders to identify and resolve issues.

Types of guidance available for problem solving:

Relevant legislation, policy, innovation and sound business practices will be applied in finding solutions to challenges.

Through exposure to management and/or training opportunities, the position will demonstrate superior analytical, negotiation and problem-solving skills.

Direct or indirect impacts of decisions:

The position provides input, analysis and information for Infrastructure decision-making processes affecting property dispositions and RPG and PSLA program delivery. The position enhances Infrastructure's ability to deliver timely and successful property decisions. Thorough due diligence activities in support of key decisions, reduces risks of delays and hidden conflicts.

Key Relationships

Major stakeholders and purpose of interactions:

The position maintains collaborative relationships with key stakeholders. Communicates daily with internal, external stakeholders, including various public and private sector project proponents as necessary to ensure files are properly processed. Works with Land Planning managers and other staff on a daily basis to ensure that files are organized, prioritized and processed according to legislation, policies and sound business practices. Gathers, analyzes information and seeks advice and instruction from management for problem-solving or prioritizing as necessary.

The position does not have a supervisory role, but may mentor other Land Use Planners or Technicians in the work unit.

Required Education, Experience and Technical Competencies

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

If other, specify:

Preference for eligibility in Canadian Institute of Planners

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

The above responsibilities are performed with knowledge and application of the Government Organization Act, Post-Secondary Learning Act, Education Act, and Real Property Governance Act. Must demonstrate sound knowledge of the Municipal Government Act regarding municipal land use planning processes and practices (eg. statutory and non-statutory plans, bylaws, subdivisions, consolidation, and development permits). Awareness of Land Titles Act needed.

Must be proficient in the use of computer software applications including Microsoft Office Suite, graphics and computer aided design, database programs, Alberta Land Titles SPIN system, geographical information systems and the Internet. Must be proficient in the use of municipal planning studies, topographic maps and aerial photographs. Must be proficient in interpreting agreements, Alberta Township Survey system, legal survey plans, real property titles and registered property encumbrances. Must be able to prepare maps and drawings suitable for work unit's business needs.

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: <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 	Demonstrates a sound understanding of project goals and the various business and legal means to achieve them.

		and plans aligned with APS values • Works with others to identify areas for collaboration	
Creative Problem Solving	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Focuses on continuous improvement and increasing breadth of insight: • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices	Strives to find common ground with others. Demonstrates a sound understanding of which issues can be resolved at this level and those needing direction from management.
Agility	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Works in a changing environment and takes initiative to change: • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines	Is flexible and proactive in dealing with multiple projects and competing time limitations.
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Facilitates open communication and leverages team skill: • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others	Works cooperatively with others to achieve optimal solutions for various projects and initiatives.

Benchmarks

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

024PS37 - Environmental Assessment Coordinator
024PS61 - Senior Accommodation Planner