

New

Ministry

Infrastructure

Describe: Basic Job Details

Position

Position ID

Position Name

Senior Proj. Manager-Planning

Requested Class

Senior Manager (Zone 1)

Job Focus

Operations/Program

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

New

Organizational Structure

Division, Branch/Unit

CPDD/ Major Capital Projects - Group A

Supervisor's Position ID

Supervisor's Position Name

Director, Health Facil.planning

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, Health Facilities Planning and Programs, the Senior Project Manager has the overall responsibility and accountability for the planning/delivery of safe, functional, high quality cost effective, sustainable facilities that meet the program ministries and Alberta Infrastructure technical (AIT) requirements. The Senior Manager Health Programs & Planning, provides strategic leadership and represents the Ministry of Infrastructure (INFRA) in the delivery of Business Cases (which usually span from months to over a year) for major strategic capital health facility initiatives identified as priorities by Health Sector Ministries. The Senior Manager, will lead projects and work with project stakeholders to oversee the development of Business Cases for complex health facilities and potentially Government Facilities including the identification of clinical/support areas and projected space programs required for infrastructure solutions for a site. This position is the “go-to” person for all issues/challenges related to the planning Health and Government Facilities Projects and Programs. The projects that are managed by this position are unique and may include health facilities, courthouses, correctional centres, laboratories, educational facilities, seniors lodges and cultural facilities. Each project requires a thoughtful plan of action and processes that are unique to other projects delivered in the past. Each project team is unique as a result. The Senior Project Manager works with senior representatives from the program ministries (from end users to Deputy Ministers) to ensure the program requirements

are met. This position requires a combination of strong technical knowledge and effective leadership and communication skills.

Responsibilities

Outcome One: Deliver Business cases that provide a clear, concise, and accurate reflection of the facility requirements to ensure INFRA, Client Ministries and associated stakeholders, and TBF have the information needed to analyze and approve projects within Government's Capital Plan.

Leads and manages capital projects by ensuring:

- § Review input requirements and documents including Need Identification Report and Service Plans provided by the Health and other client ministries to understand project and program delivery needs, the desired end state and the service delivery options and solutions. Perform gap analysis to ensure all necessary information is present to start business case.
- Utilizing input requirements and documents lead a comprehensive analysis of the identified program delivery need by:
 - Working with appropriate project stakeholders to procure consultants to prepare Business Cases;
 - Leading preparation of and approving final Requests for Qualifications (RFQs) and Requests for Proposals (RFPs);
 - Working with the client ministry for setting up a working group including INFRA and HSHS
 - Undertaking, using internal resources across the Ministry or hiring private sector consultants to conduct a detailed analysis of how the program delivery needs can be met in terms of a facility solution; and
 - Identifying facility alternatives including scope, business and operational impacts, risks, schedule, phasing plans, costs (according to INFRA Class 5 cost estimate definition), and with the consultants and working group, developing a recommended facility option and final site; andPreparing and/or overseeing the preparation of the business case documents including executive summaries that outline the project's strategic alignment to overall provincial health strategies and the benefits and risks of viable options.

Outcome Two: Input into the Health Capital Planning process is expeditious, clear, and beneficial in assisting government in making appropriate capital investments in health infrastructure.

- Providing input into the prioritization of capital projects and the review of capital plans;
- Providing comprehensive business cases on priority planned projects; and
- Providing health program delivery insight and expertise in relation to proposed projects.

Outcome Three: Internal and external communications are clear and well understood.

- Providing accurate and timely information to internal and external stakeholders respecting the status of projects and Business Cases;
- Providing briefing materials to support Action Requests and program communications, advice to the ADM/DM/Minister, etc.;
- Working with and providing guidance to the Program Reporting Manager on business process improvements and development and ongoing maintenance of the health capital manual; and
- Participating in the development of communications and branch strategies and plans and ensuring follow-up as needed.

Outcome Four: Leadership and direction provided to unit staff, as well as contractors/consultants, is clear and effectively communicated.

- Ensuring all correspondence and information requests are completed in an appropriate manner within specified timelines and reflect specific government and department policies, frameworks and guidelines;
- Working with staff and industry on an ongoing basis to resolve issues, exchange information, and maintain effective working relationships; and

- Providing day-to-day direction to the support position(s) within the unit, including allocation of work, monitoring performance, and ensuring achievement of unit goals.
 - § Understanding client issues and requirements through ongoing client relationship management.
 - § Liaison with executive and project sponsors with respect to project evolution.
 - § Liaison with subject matter experts regarding technical specifications and project requirements.
 - § Chairs project committee meetings and provides leadership to resolve major project issues.

Outcome Five: The Director, Health Facilities Planning and the Executive Director, Health Facilities Branch and other senior department and government officials are supported in achieving the mandate of the Health Facilities Branch and the Health & Government Facilities Division.

- Providing the Director and the Executive Director with advice and recommendations relating to issues, opportunities, and challenges associated with the health facilities capital program initiative;
- As a member of the Health Facilities Branch's management team, supporting the achievement of the branch's goals;
- Facilitating the development and maintenance of effective working relationships with partners, clients and stakeholders, particularly with AHS and HEALTH;
- Representing the branch, division, and ministry on cross-government and client stakeholder working groups and committees with diverse mandates and responsibilities;
- Ensuring the perspective and requirements of clients and stakeholders across the province are met in relation to health facility development; and
- Participating and/or leading policy, planning and priority setting processes within the branch and the division.

Problem Solving

Typical problems solved:

This position facilitates problem solving and decision-making processes involving clients, stakeholders, and ministry representatives and must recognize the often conflicting perspectives and requirements of the parties when managing assigned projects. Projects planning by nature is complex; therefore, sound professional judgment and strong reasoning and evaluation abilities are needed to analyze problems, determine feasible and appropriate action, resolve performance issues, and develop creative solutions.

The Senior Project Manager is responsible for all project planning activities. Teams are made up of individuals from a variety of skill sets and backgrounds. The Senior Project Manager's challenge is to get all of these divergent interests focused on achieving the goal of delivering a comprehensive business cases. Problem solving may include:

- Effectively apply project planning and management processes and techniques for major health facilities to deliver Business Cases;
- Lead consultant teams and stakeholders in the application of health program delivery legislation, policies, processes, and standards throughout Business Case development;
- Impacts of provincial and national building standards and codes, and building systems and components on each project;
- Client and stakeholder impacts and needs effecting health program delivery for each project;
- Understanding of theories and principles of health program delivery (various medical specialties, medical equipment, etc.) and how those relate to facility development for each project;
- Identify allocation of capital funding required for strategic projects to support HEALTH's annual capital planning processes within government;
- Impacts of government and department business and operational plan goals and strategies on the Health Capital Program; and
- Develop ongoing and appropriate communications (including briefings and presentations) on project status to various internal/external stakeholders as requested by INFRA and HEALTH.

The Senior Project Manager has access to assistance and direction from the Director and Executive Director within the Government Facilities Branch and other senior ministry representatives when dealing with highly politically sensitive projects or issues with the potential for significant impacts on clients, consultants, contractors and stakeholders. The Senior Project Manager is expected to demonstrate a pro-active approach in alerting senior ministry representatives to

potential issues and developing recommendations to meet the identified challenges. This position is relied on to maintain the ministry's credibility to clients industry and stakeholders, including the general public.

Types of guidance available for problem solving:

The Senior Project Manager receives direction and support from the Director, Executive Director, Assistant Deputy Minister, and Senior Ministry officials when dealing with politically sensitive decisions or those with potential for very significant impacts on clients, stakeholders, and consultants.

Other types of guidance include Health Facilities Capital Plan Manual, Applicable Standards and Guidelines located on Government of Alberta Resources web-pages.

Direct or indirect impacts of decisions:

Direct impact of decisions through this role includes the annual completion and submission of Business Cases identifying final capital cost estimates (Class 5), which will be submitted by client ministries, to TBF for final allocation of capital funding for major strategic initiative's on behalf of government.

Key Relationships

Major stakeholders and purpose of interactions:

To successfully complete annual planning objectives and support branch operational goals, the incumbent must deal with a myriad of partners and stakeholders ranging from the private sector (architects, engineers, functional programmers and cost consultants), various government Ministry's, Facilities Operations leadership/departments across the province, and local communities.

Given the significant number of parties involved in the planning process and the fact that they all have individual and often conflicting and divergent opinions and needs, the incumbent must have the ability to effectively negotiate and resolve conflicts and issues with diplomacy and tact and decide on the most appropriate outcome/result.

Clients Frequency Nature and Purpose of Contact

Internal:

- Director, Health Facilities Planning and Programs
Daily
To discuss work priorities and projects
- Executive Director, Government Facilities Branch and ADM, Health & Government Facilities,
Weekly or as required
To receive overall direction and strategic advice
- Representatives from other branches, such as Technical Services and Strategic Partnership and Learning Facilities
Ongoing as required
To discuss technical, procurement and other project requirements

External:

- Representatives from consulting and service providers
Ongoing as required
To discuss client needs to ensure completed project meets their needs, clarify/resolve issues, influence decisions, and manage expectations
To discuss project needs, monitor work and report performance
- Senior officials and staff from other government ministries, boards and agencies
Ongoing
To obtain inputs on client needs and discuss/resolve issues

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Engineering

2nd Major/Minor if applicable

Other

Designation

PEng

If other, specify:

University degree in architecture, engineering, technical diploma or other related field.

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

Considerable years of experience in project management, capital planning and performance management.

Significant related experience in business case development and/or design for complex infrastructure will be considered for equivalencies.

Considerable experience in managing a wide range of stakeholders for strategic capital initiatives.

Ability to use effectively a suite of software, information management tools and systems (e.g. SharePoint, Visio, Microsoft Office Suite, ARTS, Adobe Acrobat, Power Point).

Excellent organizational, time management, communication and interpersonal skills.

Diplomacy, political sensitivity, initiative and flexibility.

Excellent verbal and written communication skills.

Ability to use skill and tact when dealing with internal and external stakeholders.

Education and Experience:

§ University degree in Architecture, Engineering preferred, or technical diploma in related field plus applicable experience.

§ Membership in AAA or APEGGA , PMI is preferred

§ Experience in Planning of Health and Government Facilities including a related professional degree with 6 years of senior level project management , project and program planning, and managing interdisciplinary teams and resources experience, or a related technical diploma with 8 years related experience.

§ Related education and experience may be considered

Behavioral Competencies

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Engages the community and resources at hand to address issues: <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 	
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 	
Develop Self and Others	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Plans according to career goals and regular	

		<p>development:</p> <ul style="list-style-type: none"> • Aligns personal goals with career goals • Leverages strengths; attempts stretch goals • Provides feedback and openly discusses team performance • Values team diversity, and supports personal development 	
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	
Systems Thinking	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<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 	
Agility	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<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 <ul style="list-style-type: none">• Anticipates obstacles and stays focused on goals• Makes decisions and takes action in uncertain situations and creates a backup plan	
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