

New

Ministry

Mental Health and Addiction

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Capital Planning Analyst

Requested Class

Program Services 4

Job Focus

Operations/Program

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Financial Services, Fin Services and Corp Planning

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Manager, Capital Planning

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Capital Planning Analyst coordination and participates in the capital planning process (i.e., Needs Assessment, Clinical Service Plans, Business Case, budget submissions) and monitoring approved capital projects, typically delivered through Alberta Infrastructure, from planning to hand-over to operations. Research, analysis, and modelling are completed to develop recommendations and advice that shapes decision-making related to capital planning the development of decision documents required for Treasury Board, the Deputy Minister Capital Committee, and Cabinet consideration. Data and information are collected and consolidated within and across projects to develop and present updates and reports to support project monitoring for the ministry, other ministries, and Government leaders. This position reviews and provides input on issues relating to the mental health and addiction infrastructure capital program and emerging issues and provides recommendations to senior department representatives that lead to the priority projects proceeding with well-defined scopes of work and budgets. Stakeholder engagement is an important part of the role and coordinates input from health authorities and program operators during the construction process. The Analyst also administers contracts to support the capital infrastructure planning and project development.

The Analyst liaises with and engages ministry units, other ministries (e.g., Infrastructure, Health), key stakeholders (e.g., Alberta Health Services (AHS)) and consultants in the development of business cases and other project planning documentation. The Analyst represents the branch and department when providing consultation and guidance to project stakeholders and ensuring accountability requirements are being met.

Responsibilities

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

Capital Planning Project Coordination

- Liaise and engage with Infrastructure, AHS, and other stakeholders to ensure project planning documents are comprehensive and address program delivery needs identified.
- Updating the current project status and project planning documentation work plan reports to support effective communication with various internal and external clients/stakeholders and ensure potential impacts of project completion timelines are identified.
- Proactively identify issues and barriers and develop options for solutions through engagement of stakeholders and/or related research.
- Research, analyze and preparing summaries with recommendations for decision-makers on issues with capital implications.
- Build scenarios on how plans and funding allocations could be revised to accommodate changing needs and recommend preferred options.
- Prepare accompanying reports, project status updates, and documentation for monthly, quarterly and ad-hoc management meetings, adding new program submissions and approvals as they emerge.
- Support the development of project planning documentation through participation on steering committees, providing expertise on design standards, best practices, etc.

Capital Project Monitoring

- Interpret, assess, and communicate capital project (e.g., new development or renovation) compliance with relevant Government and ministry capital plans, policies, regulations, standards, processes.
- Organize and facilitate sessions with stakeholders for options analysis, resolution of issues, and to foster a common for mental health and addiction facilities in line with Government priorities.
- Assess, analyze, and prepare reports and recommendations related to long-term capital plans for senior department representatives.
- Prepare recommendations and required documentation for the Government and department annual budget processes.
- Liaise with and engage policy teams to address gaps or conflicts that emerge through capital projects (e.g., resulting from new initiatives such as Recovery Communities).
- Prepare communications, briefings, action request responses, and recommendations on planning issues and project updates throughout the fiscal year.

Stakeholder Relationship Management

- Build and sustain strong working relationships across the ministry and with other ministries and health authorities to gain a better understanding of their challenges, needs, and future directions.
- Liaise with the policy teams to maintain awareness of policy initiatives that could impact the capital planning process and participate in the development of responses.
- Participate in the regular review of the capital planning framework and adjust support tools and framework material accordingly.
- Facilitate stakeholder engagement as needed to determine stakeholder challenges, needs and inputs into capital planning processes.
- Communicate and engage stakeholder to influence and motivate consensus and common direction on capital planning processes to meet timelines and align with overarching ministry priorities.

Contract Management

- Participate in developing procurement documents and contracts according to Ministry and branch requirements, ensuring alignment and linkages to ministry and GoA priorities.
- Monitor contracts in accordance with the terms and conditions of the funding agreements (e.g., financial allocations, project milestones, reporting requirements) to ensure foster consistent, fair, and objective process.

Grant Management

- Responsible for oversight of capital grant agreements including approving requirements, reporting and monitoring progress, and reviewing related documentation pertaining to the agreements.
- Establishing ongoing rapport with the First Nations through active participation in consultations, meetings

and discussions with the Nations and their project teams during all phases of the projects

Problem Solving

Typical problems solved:

- The incumbent applies expertise related to capital project and cost management to shape the ministry capital plan. The level of detail and complexity involved in some of the major capital projects that are undertaken can be challenging - particularly given the involvement of various stakeholders and the multiple layers of oversight and approvals that are required. It is imperative for the incumbent to maintain extreme attention to detail, and a clear focus to keep information accurate within and across projects, and ensure overall integrity of the information so that the financial numbers are correct and accurately reflect what has been approved.
- Health care service delivery and design is dynamic and ever changing with new technologies, requiring infrastructure solutions that involve extensive research of leading-edge solutions. This role will ensure solutions identified in business cases consider the changing impacts of technologies and industry standards on the delivery of healthcare infrastructure. It will require the Analyst to provide advice to the Manager and senior leadership with regards to project risks and opportunities and provide analysis on planning and construction related activities including project scope, budget, and schedule. The Analyst must be knowledgeable and capable to represent the government requirements to a variety of stakeholders in a credible and professional manner.
- Issues and problems with health facility capital planning can impact the ministry's reputation and may lead to difficulties delivering the project. The individual is expected to be sensitive and proactive to recognize and alert senior department representatives to potential sensitive issues and develop recommendations and solutions to meet or avoid identified challenges.

Types of guidance available for problem solving:

Guidance is available from the Manager and Director, as well as existing GoA legislation, policy, and requirements for the programs (e.g., capital budgets, project plans, communications, process approvals, grant processes, capital planning and management processes). Indigenous perspectives, history, and culture should be considered in decision-making. Objectives are established in consultation with the Manager, with extensive independence delegated to this position in terms of assigned responsibilities and deliverables. Matters outside the scope of the Branch mandate are discussed with the Manager, as are decisions involving major deviations from scope/budgets and major changes to and/or deviations from policies, processes, and standards.

Creativity is applied to determine how best to approach situations, which can be complex, sensitive, and have political influences. This position works toward solutions that are amenable to the ministry, government directions and priorities, and comply with the overarching Government capital planning priorities and framework. The work involves confidential and highly sensitive information on proposed capital projects and overall capital plan information.

Direct or indirect impacts of decisions:

The work of this position has a direct impact on Alberta's ability to build and implement robust capital plans to develop and maintain infrastructure that supports from mental health and addiction services and supports in Alberta (e.g., Recovery Communities). Stakeholder engagement, process coordination, and development of recommendations shape the specifics of the capital plan, design of facilities, and the construction and implementation of critical programs. Once approved, the monitoring within and across projects, and provision of reports and responses adds to the fiscal accountability and integrity of capital infrastructure projects. The Analyst works for ensure documents and related information are valid and robust. This position's contributions to the strategic development and implementation of the ministry Capital Plan result in the approval and development of health and addiction facilities that meet Albertans needs.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

- Manager - provide recommendations and updates; plan and prioritize actions; raise awareness to emerging issues;

develop briefing notes for submission to ADM, DM, and Minister

- Other department units - provide advice on capital planning topics; collaborate on common initiatives; integrate data; resolve issues regarding accuracy, timelines, data etc.; share information.
- Other departments (e.g., Infrastructure, Treasury Board and Finance) - liaise and coordinate capital planning processes; share information; represent department perspectives and decisions; collaborate to resolve issues; provide technical advice and respond to inquiries.

External

- AHS officials, clinicians and other stakeholders and service providers that will operate the facilities - provide department leadership and coordination for information and recommendations regarding capital projects and capital planning; monitor and capital project grants; respond to queries; consolidate information for reporting purposes; lead and/or participate on committees and working groups.
- Professional consultants, planners, architects, engineers, and accountants involved in the healthcare industry - engage on planning processes; administer related contracts for professional services as needed.
- Healthcare industry and academic organizations - maintain awareness of leading practices.

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:

Related field including business, economics, public administration etc.

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

Experience

- 4 years' progressively responsible related experience (e.g., capital planning, space planning, accommodation planning, interior design, and/or construction project management); or equivalent blend of education and experience.
- Experience in strategic capital planning, construction, and/or experience with healthcare facilities would be considered an asset.
- Knowledge of relevant legislation and ministry priorities in relation to addiction and mental health (e.g., *Mental Health Act*, *Mental Health Services Protection Act*, *Protection of Children Using Drugs Act*) would be considered an asset.

Technical Competencies, certification and/or training

- Knowledge and understanding of relevant legislation such as the *Fiscal Responsibility Act*, the *Financial Administration Act*, the *Government Organization Act*, and legislative and government decision-making processes.
- Knowledge of capital planning business processes and related disciplines (e.g., architectural/engineering, clinical service needs) to analyze the information provided and to provide advice and recommendations to achieve excellence in the development of mental health and addition infrastructure.
- Knowledge of project planning and management processes and techniques (including project scoping, risk analysis and life cycle costing).
- Knowledge of Alberta Government and Infrastructure policies, regulations, processes, and standards relating to health facilities infrastructure maintenance and capital programs
- Understanding of unique programs and user requirements/needs for mental health and addiction facilities.
- Advanced conceptual, analytical and research skills.
- Consultation, interpersonal, and negotiation skills to deal effectively with complex and sensitive issues involving diverse stakeholders with potentially conflicting perspectives and requirements.
- Problem solving, conflict resolution and decision-making skills.
- Sound relationship building and influence skills to demonstrate value of advice, guidance, and recommendations.
- Ability to comprehend multiple elements of needs assessments and/or capital submissions and judgment to know when additional subject matter expertise (SME) from internal/external stakeholders may be required.
- Excellent verbal and written communication skills.
- Software and systems tools used to carry out responsibilities (i.e. Microsoft Office / Outlook, Word, Excel).
- Time management and organizational skills.

- Ability to think independently and creatively in identifying and synthesizing relevant information/data from varied sources, while also contributing and participating effectively as a member of a team.

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	<p>Considers how changes might impact colleagues, clients and stakeholders, and actively seeks their input and/or involvement regarding those changes. Communicates regularly with stakeholders and sets up opportunities for mutual sharing/learning.</p>
Develop Networks	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works on maintaining close relations with all stakeholders:</p> <ul style="list-style-type: none"> • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques 	<p>Proactively identifies and acts on opportunities to engage with other groups to achieve desired outcomes.</p>
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 • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	<p>Monitors multiple concurrent projects and processes and can redirect focus across projects or to emerging issues as needed. Helps other stakeholders see the need for change and helps them adapt to new processes or policies etc.</p>