

Update

Ministry

Justice

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Director, Accommodations

Current Class

Senior 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

Financial Services Division, Business Services Branch

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2025-12-19

Responsibilities Added:

Clarified and consolidated responsibilities. Content has been reworked to be more concise and aligned with the new JD template, however has not changed in scope or scale.

Responsibilities Removed:

N/A

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Executive Director, Business Services Branch, the Director provides strategic leadership for facilities, fleet, and accommodations planning to enable Justice programs and court operations. The role ensures capital projects, risk management, and fleet safety programs are delivered efficiently, are aligned with ministry priorities, and compliant with legislation and GoA best practices. This position drives integrated planning, stakeholder collaboration, and continuous improvement to support the ministry's business plan goals.

Responsibilities

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

1. Strategic Facilities & Accommodations Planning: Develop and implement capital and accommodation plans that align with ministry priorities and optimize resources.

Activities:

- Leads development of facilities and accommodations planning for the ministry, whilst providing strategic advice to the executive team and senior ministry representatives as to effective use of resources to meet business needs.
- Develops recommendations for the executive team and negotiates with senior ministry representatives regarding creative, responsive, and cost-effective facilities strategies to address business requirements and new initiatives.
- Leads and provides strategic advice with respect to ministry capital planning during business case, planning, design, construction and commissioning phases.
- Collaborates with senior ministry representatives to prioritize and prepare accommodation/capital budgets for executive team review prior to submission to Alberta Infrastructure and Treasury Board and Finance.
- Directs facilities planning team responsible for managing and coordinating ministry office space, facilities, and associated resource requirements, including the evaluation of project requests from business areas; liaison with cross department representatives, design consultants, and contractors to deliver accommodation planning and project services; preparation of cost-benefit analyses, accommodation studies, and alternatives; and analysis and communication of space designs.
- Ensures accommodations projects are completed within timelines and budgets and in accordance with established specifications.
- Provides regular updates for the executive team, including identification of major cost pressures and accommodation issues, along with briefing materials to ensure the ministry receives adequate resources to provide quality facilities and accommodations programs to meet business requirements.
- Leads development, maintenance, and continual enhancement of policies, systems, and procedures relating to facilities and accommodations planning and management.
- Provides direction to planning, delivery, and evaluation of support business service requirements for ministry executive offices (i.e. reception, staff services, and mail services).

2. Fleet Management & Safety Compliance: Oversee fleet operations and ensure compliance with National Safety Code standards through robust safety programs and training.

Activities:

- Directs the leased and owned vehicle and mobile equipment program that supplies ministry representatives with vehicles required for program delivery, with the fleet made up of 55 units.
- Ensures fleet program is responsive to evolving requirements of business units, including provision of cost-benefit analyses, high quality consultation, and related services to ministry representatives.
- Directs the procurement of fleet, specialized and mobile equipment to ensure responsiveness to client requirements; alignment with ministry and government business plans and priorities; and compliance with relevant legislation, regulations, policies, and directives.

- Develops and oversees the ministry fleet safety program including compliance to the National Safety Code for commercial vehicles, enabling the ministry to implement and deploy an improved fleet management and driver safety program and establish standard practices, mechanisms and business processes to effectively manage fleet and driver information.
- Ensures effective ongoing training and related support to demonstrate that drivers are qualified, and vehicles are maintained in accordance to regulatory requirements.
- Directs development, implementation, and continual enhancement of policies, systems, and processes for the fleet and equipment programs to maximize efficiencies, responsiveness, and cost-effectiveness of programs and ensures alignment with government and ministry regulations, policies, and guidelines.

3. Unit Operational Management: Mitigate operational risks by ensuring adequate insurance coverage and analyzing claim trends to inform corrective actions. Ensure integrated planning and effective partnerships with stakeholders.

Activities:

Provides advice and consultation relating to issues, opportunities, and challenges associated with support services for programs and strategic initiatives, including preparation of responses to action requests and questions raised during legislative sessions.

- Assists program areas with development of business cases for major initiatives to ensure ministry and business area interests are represented and risks are identified.
- Contributes to strategic and business planning and reporting activities at branch and ministry levels.
- Collaborates with branch staff to ensure coordination and integration of functions and services.
- Establishes and maintains effective working relationships with ministry and government representatives, clients, stakeholders, and service providers.
- Represents the branch and ministry on cross-ministry, government, and/or stakeholder working groups and committees with diverse mandates and responsibilities.
- Ensures ministry staff and asset exposures are well captured, reported and protected through adequate insurance and risk management by Alberta Treasury and Finance's Risk Management and Insurance (RMI) coverage.
- Ensures that RMI claim history is well analyzed with learnings and corrective action recommendations to executive.

4. Leadership & Team Development: Build and lead a high-performing team, fostering collaboration, innovation, and continuous improvement.

Activities:

- Leads and supports Facilities and Fleet Services staff members; involves management team and staff members in business and operational planning; and communicates ministry and government goals, priorities, and processes.
- Plans and directs efficient and effective use of financial and staff resources to support achievement of Facilities and Fleet Services goals.
- Directs Facilities and Fleet Services activities, including prioritizing responsibilities, identifying and resolving issues, clarifying roles and responsibilities, and overseeing planning and delivery of programs and initiatives.

Problem Solving

Typical problems solved:

Developing innovative strategies for complex facilities and fleet requirements where standard solutions do not exist (e.g., specialized court spaces, covert program facilities, Medical Examiner offices).

- Resolving conflicting priorities among ministry divisions, stakeholders, and external partners while maintaining alignment with government policies and budget constraints.
- Negotiating facility allocations and capital planning decisions that may be politically sensitive or unpopular.

- Addressing emergent operational issues such as urgent accommodation needs, fleet safety compliance gaps, or risk management exposures.
- Designing and implementing new processes and systems to improve efficiency and cost-effectiveness in facilities and fleet programs.

Types of guidance available for problem solving:

Broad legislative and policy frameworks (e.g., Financial Administration Act, Government Accountability Act, Treasury Board and Finance capital planning guidelines).

- Government and ministry strategic business plans and priorities.
- High-level direction from the Executive Director and senior leadership for alignment with ministry goals.
- Consultation with Alberta Infrastructure, Service Alberta, and Treasury Board and Finance for technical standards and compliance requirements.
- Established government procurement and contracting policies for vehicles, equipment, and facilities.

Direct or indirect impacts of decisions:

Direct Impacts:

- Timeliness and cost-effectiveness of capital projects and accommodations planning.
- Compliance with safety and regulatory requirements for fleet operations and facilities.
- Operational continuity for court services and ministry programs.

Indirect Impacts:

- Stakeholder confidence in ministry's ability to manage resources effectively.
- Public perception of government responsiveness and accountability.
- Long-term financial commitments and risk exposure for the ministry and government.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

- Deputy Minister and Executive Team - Strategic planning for capital projects, accommodations, and fleet priorities; briefing on emerging issues and performance.
- Assistant Deputy Ministers (ADMs) and Executive Directors - Align facilities and fleet strategies with divisional priorities; resolve operational issues; provide updates on initiatives.
- Judiciary (All Three Levels of Court) - Coordinate accommodations planning and address facility impacts for court operations.
- Justice Divisions (Court and Justice Services, Crown Prosecution, Legal Services, etc.) - Support program accommodation needs; collaborate on capital planning and fleet requirements.
- Office of the Chief Medical Examiner and OHS - Ensure compliance with safety standards and address specialized facility requirements.

External

- Alberta Infrastructure, Service Alberta and Red Tape Reduction (SARTR) - Collaborate on capital planning, procurement, and project delivery; ensure compliance with government standards.
- Treasury Board and Finance (TBF) - Align capital budgets and risk management strategies with financial policies and directives.

- Office of the Auditor General and Chief Internal Auditor - Provide information for audits; ensure transparency and compliance.
- Other Ministries and Agencies (e.g., Municipal Affairs, Alberta Sheriffs) - Coordinate cross-ministry initiatives and integrated service delivery.
- External Service Providers (Consultants, Contractors) - Oversee project execution and ensure adherence to specifications, timelines, and budgets.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

Job-Specific Experience

- Extensive senior management experience in:
 - Facilities and accommodations planning.
 - Capital project management and budgeting.
 - Fleet management and compliance with transportation regulations.
 - Risk management and insurance processes.
- Proven ability to:
 - Lead large, complex programs in a multi-stakeholder environment.
 - Negotiate and collaborate across ministries and with external service providers.
 - Manage politically sensitive issues and conflicting priorities.

Technical Competencies

- Strategic Planning & Systems Thinking: Ability to align facilities and fleet strategies with ministry and government priorities.
- Project Management: Expertise in planning, design, construction, and commissioning phases of capital projects.
- Financial Acumen: Strong understanding of budgeting, cost-benefit analysis, and value-for-money principles.
- Regulatory Compliance: Knowledge of National Safety Code (NSC), procurement legislation, and occupational health and safety standards.
- Risk Management: Ability to identify, assess, and mitigate operational and financial risks.
- Technology Proficiency: Familiarity with government financial systems (e.g., 1GX), MS Office Suite, and project management tools.

Certifications / Training

- Preferred Certifications:
 - Project Management Professional (PMP) or equivalent.
 - Facilities Management Professional (FMP) or Certified Facility Manager (CFM).
 - Transportation Safety or Fleet Management certifications.
- Training:
 - Government of Alberta leadership development programs.

- Government of Alberta project management training.
- Occupational Health and Safety compliance training.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level A B C D E	Level Definition	Examples of how this level best represents the job
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>Anticipates long-term infrastructure needs and integrates facilities and fleet strategies with ministry business plans and government priorities.</p> <p>When planning courthouse accommodations, considers impacts on judicial operations, staff safety, and cross-ministry initiatives to ensure alignment and sustainability.</p>
Agility	○ ○ ○ ● ○	<p>Proactively incorporates change into processes:</p> <ul style="list-style-type: none"> • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices 	<p>Responds to emergent facilities issues such as sinkholes, hazardous material findings, or urgent accommodation requests with forethought to key messaging, stakeholder engagement, and best practices required for resolution.</p> <p>Adjusts resources and priorities to address unexpected risks while maintaining a focus on outcomes for the ministry.</p>
Drive for Results	○ ○ ○ ● ○	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly • Considers complex 	<p>Ensures accommodations and capital projects are on schedule, within budget, and meet INFRA as well as Judiciary or program requirements & outcomes, often requires stakeholder expectations management.</p> <p>Implements performance measures and reporting systems to track progress and proactively resolve</p>

		factors and aligns solutions with broader organization mission	delays or cost pressures, and proactive messaging.
Develop Networks	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Makes working with a wide range of parties an imperative:</p> <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are represented • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood 	Builds strong relationships with INFRA, TBF, and the Judiciary to secure resources, manage expectations, and resolve issues collaboratively. Represents the ministry to influence decisions and integrate planning in projects, cross-ministry initiatives, and shared space collaboration.
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<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 	Designs innovative solutions for complex accommodation challenges, such as specialized judicial spaces or urgent program needs where standard approaches are insufficient. Looks to alternative strategies and collaboration with other ministries to deliver cost-effective, functional solutions under tight timelines.

Benchmarks

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

Benchmark Evaluation - M420-22 - Director, Highway Planning and Design - Transportation

Benchmark Evaluation - M420-40 - Director, Building Sciences - Transportation

Benchmark Evaluation - M420-53 - Director, Financial and Administrative Operations - Advanced Education