

JOB DESCRIPTION POINT RATING EVALUATION PLAN

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| Working Title Senior Accommodation Planner | Name |
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| Position Number | Reports to Position No., Class & Level / M2 | Division, Branch/Unit Financial Services Division, Business Services, Accommodations & Emergency Management Services | Ministry Justice |
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|----------------------|-----------------|
| Present Class PS4 | Requested Class |
|----------------------|-----------------|

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|-----------------|-----------------------|------------------------------|
| Dept ID 0371 | Program Code 01642 | 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 [Section 2.3](#)).

Reporting to the planning manager, the senior accommodation planner is responsible for supporting the development of the Ministry Capital Plans (Accommodation, Capital Projects and Facility Improvements) and for providing background information required in preparing responses to action requests. The incumbent will help to ensure the Accommodations area are kept on track through the establishment and maintenance of appropriate reporting systems. The incumbent will be required to develop and oversee the professional delivery of accommodation projects and to ensure the needs of the Ministry are being achieved.

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 major activities should be described (see [Sections 2.1](#) and [2.2](#)).

Under the direction of the planning manager the incumbent is responsible to:

1. Consult with internal clients and external stakeholders to collect and disseminate information related to accommodation issues and needs in support of program areas and Ministry business plan goals and objectives to ensure programs are accommodated effectively.

Activities:

- Provide information, design solutions and recommendations to stakeholders regarding program area needs.
- Provide background and analyze each solution and recommendation, provide rational justification supporting the desired solutions.
- Initiate, coordinate and chair regular interactions (meetings, site visits) with external and internal stakeholders to discuss and resolve accommodation requests and issues.
- Review and provide feedback on existing and proposed Ministry program areas, Ministry business plans, policies, processes, standards, and procedures affecting accommodations.
- Conduct inspections in various buildings throughout the province to ensure program delivery space is well utilized and functional as well as develop and initiate solutions to address problems encountered on site.
- Identify the need for and initiate development of new or revised policy, standards, and processes.
- Provide feedback to external stakeholders as needed when developing and revising policies.

2. Develop and coordinate the implementation of innovative accommodation solutions in support of client and corporate business plan objectives. Maximize limited budgets and steward the effective use of government owned and leased space in a cost-effective manner while achieving optimum operational requirements.

Activities:

- Identify potential opportunities to reduce government costs associated with accommodations through lease terminations, elimination of underutilized space, or creation of new partnerships between program areas to ensure a more effective use of space and resources.
- Review and analyze program requests and submissions on an ongoing basis to address essential program

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and security needs while eliminating requests for unnecessary work or work that does not fall within acceptable Ministry standards.

- Determine the feasibility of proposed accommodation solutions by soliciting information and technical advice from other stakeholders.
- Negotiate and mediate to obtain consensus from stakeholders to support proposed accommodation solutions through resolution of conflicting needs and accommodation requirements from other divisions or Ministries.
- Research and prepare information for briefings and correspondence up to the Ministerial level to address accommodation issues.
- Engage divisions in managing accommodations, which will enhance and improve decision-making surrounding the implementation of the new Government Accommodation Review (GAR) guidelines.
- Responsible and accountable in developing projects in accordance with the approved GAR guidelines while ensuring proposed plan and design will improve staff development and staff retention.

3. Conduct cost analyses of accommodation requests and solutions to determine budget implications and identify funding resources available within client and corporate budget limitations to expedite successful project implementation.

Activities:

- Determine the scope of work required to satisfy an accommodation request (design, construction, moving etc.).
- Identify furniture and equipment requirements for program areas; submit furniture WORTS on their behalf and work with Infrastructure to ensure that the current process for furniture acquisition continues to follow applicable guidelines and mandates.
- Develop and coordinate preliminary total project cost budget estimates through use of cost quantifiers, in consultation with stakeholders (program managers, technical resources, and cost control personnel).
- Prepare funding documentation up to \$50,000 or recommend solutions by negotiating with various external and internal funding sources.
- Participate in development of the annual accommodation budget through costing of budget requests and reviewing the priorities of all submitted budget requests.
- Maintain and modify the annual accommodation database, which identifies the Ministry's approved priority list.

4. Initiate the implementation of accommodation projects by providing detailed verbal and written instructions to various stakeholders that facilitate the involvement of necessary resources. Implementation must follow approved Ministry guidelines, procedures and signing authorities to ensure that specific program needs are addressed through an approved project scope of work and budget.

Activities:

- Prepare project documentation to identify approved scope and timing of work, provide detailed instructions to internal stakeholders (project management, and inventory) and obtain the program area's formal approval of the proposed accommodation solution and project.
- Working in conjunction with other ministries having jurisdiction and independently, the incumbent will supervise vendors and consultants to ensure the successful delivery of approved projects, which will achieve the Ministry's requirements.
- Facilitate problem resolution due to unforeseen changes in client and corporate requirements that affect the approved scope of work by consulting with stakeholders to resolve issues and revise the scope to meet the new requirements.

SCOPE: List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job (see [Section 2.4](#)).

- The function relates to all the facilities and accommodation needs to properly administer Justice's program delivery and involves stakeholders from other ministries, Alberta Infrastructure, Service Alberta and private vendors and

SCOPE: List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job (see [Section 2.4](#)).

- contractors as well as members of the public.
- This position affects and supports the core business goals in the Ministry's Business Plan.
- Provides a single point of contact for program areas in dealing with day-to-day accommodation issues.
- Consults with and advises internal stakeholders (planning, leasing, and project management) impacted by external client input and feedback regarding existing or new accommodation requirements which will facilitate a team approach to address the program area's requirements.
- Foster partnerships and joint program initiatives with other government departments and non-government entities through collaborative efforts related to accommodating joint uses in government space.
- Interacts with program area contacts and stakeholders on an ongoing basis to discuss program accommodation requirements across the province. This involves travel throughout the province to view the performance of various types of program space.
- Accommodation solutions developed and promoted by this position directly impact program delivery and overall Capital Projects, Leasing and Property Management budgets.
- Initiates implementation of accommodation projects that covers a wide range of costs (\$5,000 to over \$3 million).

KNOWLEDGE, SKILLS & ABILITIES: Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification and registration required for the job.

- Thorough understanding and awareness of government structure, initiatives, policies, and procedures in order to effectively communicate, represent and anticipate program accommodation needs.
- Awareness of all Ministry program accommodation initiatives, policies and requirements developed and maintained through consultation with other internal stakeholders.
- Knowledge of political relationships and changing dynamics affecting the Ministry and its programs.
- Detailed knowledge and experience related to technical aspects of accommodation (such as mechanical, electrical, structural, and architectural limitations, construction terminology, project processes). This is critical, as there are numerous issues, which will require the incumbent to have the skills and ability to resolve and give direction to the project team.
- Specific knowledge of government and departmental processes, standards, policies and procedures, procurement policies and limitations and resources regarding government accommodation. It would also be beneficial to have knowledge of government accommodation in other jurisdictions.
- Basic understanding of contract law.
- Well-developed analytical, decision making, time management, front-end project planning, project management, and group leadership skills.
- Strong interpersonal skills to facilitate team building through client and stakeholder interaction as well as the ability to recognize potential conflicts, opportunities and to communicate them appropriately.
- Strong verbal and written communication skills to draft Ministerial correspondence and to deal with different levels of government, contracted agencies and non-government personnel.
- Strong organizational skills to deal with a multitude of competing requests for attention and funding.
- Thorough understanding and ability in using Microsoft Outlook, Word, Excel, PowerPoint, Access, Visio and SharePoint sites.
- University Graduation in a related field plus four years of related experience. Education in Planning, Interior Design, Architecture or another related field is preferred. Equivalencies will be considered.

CONTACTS: The main contacts of this position and the purpose of those contacts.

| Contacts | Frequency (please provide a measure, i.e. per year, per month) | Expected Results |
|--|---|--|
| Internal To Department | | |
| Planning manager & other Program Management staff | Ongoing, many times per week | As part of the team the incumbent will interact with, as well as get specific direction from program management staff |
| Divisions senior & middle management; program staff | Ongoing, many times per week | Incumbent will interact with all Divisions and extract information pertaining to their accommodation and facility needs as well as being a branch representative |
| Working & Steering committees for various initiatives | Ongoing, many times per year | Business Planning Committees, Parking Sub-Committees, Audits, Project Committees, etc. |
| External To Department | | |
| Infrastructure | Daily and ad hoc, ongoing through the year | As part of the project team the incumbent will interact with Infrastructure to plan and implement accommodation projects |
| Vendors and Consultants | On an ad hoc basis throughout the year | Consult with Vendors and Consultants as required for various projects, exercises and studies that may be internal to Justice, or as a primary client contact for various accommodations projects |

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised.

N/A

CHANGES SINCE LAST CLASSIFICATION REVIEW: This section is not required to be completed if the job description is being written for the conversion to PREP. It should be completed for any subsequent job evaluation requests under PREP.

Updates made for the recent consolidation i.e. headings, division, and branch names etc. Some transactional duties removed, and some new duties added.

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached.

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, division director and ADM have read, discussed and agreed that the information accurately reflects the work assigned.

Incumbent

Name Signature Date

**Planning Manager,
Business Services,
Accommodations and
Emergency
Management Services**

Name Signature Date

**Director, Business
Services,
Accommodations and
Emergency
Management Services**

Name Signature Date

**Executive Director,
Business Services**

Name Signature Date

**Assistant Deputy
Minister, Financial
Services**

Name Signature Date

