

Ministry

Infrastructure

Describe: Basic Job Details

Position Name (30 characters)

Strategic Asset Planner

Current Class

Program Services 4

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Organizational Structure

Division, Branch/Unit

Properties/Asset Management/SAAP

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Strategic Asset and Accommodation Planning Manager, the Strategic Asset Planner manages Infrastructure's portfolio of owned and leased buildings in accordance with the following asset management principles:

- Re-invest in core assets over the long-term
- Maintain existing assets according to industry best practices
- Dispose of assets that are obsolete, inefficient or no longer required for program delivery

- Re-purpose or build new assets where it makes sense
- Consider full life cycle costs in decision making
- Be consistent in the provision of under-utilized space to non-government users.

The Strategic Asset Planner applies knowledge of departmental standards, policies, budget processes, program requirements and business plan objectives. The work involves considerable consultation with internal and external stakeholders to ensure the portfolio of owned and leased property is planned for in support of effective asset management.

Responsibilities

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

1. Long Term Planning Develop long-term plans for Infrastructure's owned and leased facilities in accordance with asset management principles that will result in the increased utilization of our facilities, disposition of assets that are obsolete, inefficient or no longer required for program delivery, and creation of savings for government.

Activities:

- Develop innovative planning for space allocation that balance the needs of the client program against the principles of asset management
- Prepare long term strategic plans that align with the principles of asset management from a corporate perspective and align with short and long term accommodation strategies, including framework for implementation.
- Manage space in alignment with key principles of asset management
- Consider Government-wide implications of accommodations within which individual departmental solutions can be developed.
- Gather and prepare supporting studies required to finalize plans.
- Consult with Accommodation Planners and others in the development of these plans.
- Monitor implementation of these plans.
- Review all owned and leased buildings and land in our inventory to identify opportunities where space is no longer required or is underutilized.
- Identify owned buildings that are no longer required for government program delivery and advance them for disposition.
- Prepare business case due diligence for re-purpose, retrofit, disposal, leases and new construction of assets, considering the financial investment return and quantified benefit.
- Develop long terms plans that ensure the effective and efficient utilization of owned and leased space.
- Development of a leasing strategy to assist in the reduction of leased space or increased utilization of space currently leased.
- Work with Accommodation Planners to review the long term requirements of their client ministries to identify options that best support the delivery of programs while ensuring that solutions aligns with long term plans.
- Prepare ministerial correspondence to inquiries on Infrastructure owned and leased buildings and land.

2. Short Term Space Solutions - Provide cost effective and functional space options to accommodate requests from client ministries that align with principles of Asset Management ensuring that value decisions are being made.

Activities:

- Work with Accommodation Planners to review requests from client ministries to identify options that best support the delivery of the program while ensuring effective utilization of space aligning with long term plans.
- Adapt solutions to changing accommodation priorities in a timely manner.
- Identify and coordinate the planning of small tenant improvement projects that specifically address the effective and efficient utilization of space.

3. Inventory Management - Ensure that the inventory information for Infrastructure owned and leased buildings and land reflects current occupants and space allocation.

Activities:

- Review and prepare documentation to make any changes to the inventory information related to occupants and space allocation.
- Consult with Property Management on the utilization of space by client ministries and identify any inaccuracies with current inventory information.

4. Property Acquisition/Disposition - Consultative role in the acquisition and disposition of properties and assets based on long-range plans, needs assessments and the Infrastructure Business Plan.

Activities:

- Provide information on government facilities which are no longer required for government program delivery within

the context of asset management

- Perform consultative role in preparing recommendations for Senior Management review of properties that are proposed for acquisition or disposition

5. NGU Space Requests - Manage requests for space from non-government users seeking space in Infrastructure owned or leased facilities.

Activities:

- Act as a point of contact for non-government users requesting to utilize space in Infrastructure owned and leased facilities.
- Review request from non-government user in context with the principles of asset management in order to determine if the space can be made available and ensure the requests aligns with the non-government user policy.
- Provide documentation to Leasing Branch for the initiation, renewal or termination of lease agreements with non-government users.
- Liaise with the sponsoring ministries of the non-government users to ensure that they continue their support and keep them aware of any new requests being made.
- Prepare ministerial responses to requests from non-government users.

6. Land Use Planning - Perform consultative role with respect to program interests relating to land use planning and facility use issues.

Activities:

Represent Infrastructure on committees relating to issues of relevance to government facilities, land and/or accommodation.

- The Strategic Asset Planner's work is cross-Government, recommending accommodation solutions for all Ministries, boards and agencies of government.
- The Strategic Asset Planners deal with an inventory of approximately 1,900 owned and leased facilities throughout the province, which total nearly 2.8 million m² of space.
- Liaise with Accommodation Planners to provide joint solutions to accommodation requirements.
- Consult a wide range of Infrastructure colleagues in order to obtain information and advice, which facilitates appropriate and informed decision-making (Property Management, Leasing, Realty, Technical Resources, Finance, and Capital Projects.)
- Inspect properties and buildings with Accommodation Planners, departmental accommodation contacts, Property Management, Leasing, and non-government users to provide accommodation solutions for Infrastructure facilities in this region.
- Draft Ministerial correspondence in response to public or Ministerial/MLA inquiries.
- Participate in team meetings to encourage better coordination of work, to discuss policy issues and to resolve any problems which may arise.
- Work with a variety of non-government users to respond to requests for use of government space.

Problem Solving

Typical problems solved:

Knowledge

- Thorough understanding of, and ability to apply, Infrastructure's standards and policies regarding utilization of space for government programs and non-government users, including parking policy.
- Maximization of available network of human and other resources within Infrastructure to enhance performance and problem solving.
- Understanding financial implications of owning or leasing a building.
- Understanding of space accommodations.
- Working knowledge of land use legislation (Municipal Government Act), and other legislation to the work (Government Organization Act).
- Working knowledge of rural and town/urban planning issues, principles and processes.
- Awareness of the Business Plans of Government departments, Boards and Agencies.

Skills

- Ability to assess options and implications in new ways to achieve outcomes and solutions.
- Ability to anticipate, assess and readily adapt to changing priorities, maintain resilience and work effectively in changing environments.
- Proactively building networks, connecting and building trusting relationships with stakeholders.
- Understanding of spatial relationships as they relate to the allocation of resources, facilities and activities.
- Ability to take the initiative, use good judgement, and be accountable for the definition and preparation of significant elements of program work.

- Understanding and ability to use appropriate planning tools and methods eg. cost-benefit analyses, written presentation.
- Ability to respond sensitively and effectively to community groups, municipalities and other government requests.
- Well-developed organizational, time management and project coordination skills.
- Strong writing and written presentation skills, and excellent computer skills.
- Strong interpersonal skills, including facilitation, communication, and ability to work as a team member.
- Ability to meet critical deadlines and prioritize work.

Types of guidance available for problem solving:

- Liaise with Accommodation Planners to provide joint solutions to accommodation requirements.
- Consult a wide range of Infrastructure colleagues in order to obtain information and advice, which facilitates appropriate and informed decision-making (Property Management, Leasing, Realty, Technical Resources, Finance, and Capital Projects.)
 - Inspect properties and buildings with Accommodation Planners, departmental accommodation contacts, Property Management, Leasing, and non-government users to provide accommodation solutions for Infrastructure facilities in this region.
 - Participate in team meetings to encourage better coordination of work, to discuss policy issues and to resolve any problems which may arise.

Direct or indirect impacts of decisions:

- Application of asset management principles and decisions related to the position impact the portfolio of owned and leased buildings and land resulting in:
- The optimal use of capital maintenance, operating and project funding
 - Enhanced support for provincial programs
 - A reduction of deferred maintenance
 - Improved utilization of Infrastructure's buildings and land
 - Cost-effective, functional space
 - A reduced environmental footprint

Key Relationships

Major stakeholders and purpose of interactions:

- The Strategic Asset Planner has regular and ongoing contact with:
- Asset Management Branch and Ministry representatives to exchange information; coordinate and collaborate on initiatives and projects; provide and obtain consultation, advice and expertise; provide options and recommendations; and facilitate a team approach in addressing regional and accommodation planning requirements.
 - Representatives of departments to provide consultation and advice; clarify and address planning and accommodation requirements; and resolve issues.
 - Non-government users to respond to requests for use of government space.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

University degree or technical school diploma in Urban/Regional Planning, Commerce/Business, Interior Design, or Architecture preferred.

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		
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Identifies and manages required change and the associated risks: • Identifies alternative	

		<p>approaches and supports others to do the same</p> <ul style="list-style-type: none"> • 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 	
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 	
Develop Self and Others	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Seeks out learning and knowledge-sharing opportunities:</p> <ul style="list-style-type: none"> • Reflects on performance and identifies development opportunities • Takes initiative to stay current • Shares with the team even when not asked • Actively coaches and mentors direct reports 	
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <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	
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