

## New

Ministry

### Describe: Basic Job Details

#### Position

Position ID

Position Name

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

#### Organizational Structure

Division, Branch/Unit

Supervisor's Position ID

Supervisor's Position Name

Supervisor's Current Class

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

Why the job exists:

Reporting to the Senior Manager of Health Programs and Planning, the Project Manager Planning brings a depth of knowledge to the department including strategic project planning, business case development, project management, and space planning. Their primary role is to represent Infrastructure in the delivery of Business Cases for major strategic capital health facility initiatives, as well as other government infrastructure projects, identified as priorities by Program Ministries. The Project Manager Planning will develop Requests for Proposals (RFPs) and lead procurements related to consultant services to deliver health and other government capital strategic planning initiatives on behalf of the Ministry and Government. The main responsibilities include managing key partners, stakeholders (internal/external) and consultants in the development of business cases and other project planning initiatives based on strategic zone plans, needs assessments, clinical service plans, and current and emerging trends related to facility planning and development across the province.

Government 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 infrastructure. It will require the Project Manager Planning to provide advice to senior leadership with regards to project risks and

opportunities and provide analysis on planning and construction related activities including project scope, budget, and schedule.

Work is performed in accordance with legislation, policies, and guidelines and standards applicable to capital projects and infrastructure maintenance grant programs. In addition, relevant department and Government policies, procedures, business plans, and broad objectives established by senior level leadership also apply to this role.

## Responsibilities

Responsibilities relate to all aspects of the capital programs and project development, including understanding of long-term capital planning and implementation of infrastructure projects. The individual must be knowledgeable and capable to represent the government requirements to a variety of stakeholders in a credible and professional manner. This position is relied on to apply sound judgment when assessing health and other government facility capital proposals in relation to needs assessments, clinical service plans, capital priorities, cost effectiveness and government priorities.

### ***Outcome One: Proposed and approved capital health and government projects are properly estimated and project planning documentation incorporate program delivery needs. This is accomplished by:***

- Procuring services and managing work of consultants to develop project planning documentation and appropriately managing their contracts;
- Supporting the development of project planning documentation through participation of working groups, providing expertise on design standards, best practices, etc.;
- Liaising with Program Ministries and 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;
- Anticipating and developing options for building and land requirements;
- Providing expertise in researching, analyzing and preparing summaries with recommendations for decision-makers on issues with capital implications.

### ***Outcome Two: Contributions to the strategic development of the capital planning processes and procedures result in the approval and development of facilities that meet Albertans needs. This is accomplished by:***

- Building and sustaining strong working relationships with program ministries and key stakeholders to gain a better understanding of their challenges, needs, and future directions;
- Interpreting, communicating and assessing stakeholders' compliance with relevant Government and department policies, regulations, standards, processes, initiatives, and expectations as they relate to capital development initiatives;
- Providing input and feedback to Program Ministries and stakeholders on their capital program planning and submissions;
- Assessing, analyzing, and preparing reports and recommendations for senior department representatives on stakeholders' long-term capital plans;
- Preparing recommendations and required documentation for the Government and department annual budget processes;
- Initiating and preparing correspondence, reports, and briefings to clarify issues and obtain desired outcomes;
- Supporting the ongoing development and leading special initiatives to support the Ministry and partner groups.

### ***Outcome Three: Well managed projects with engaged stakeholders, guided by clear communication with issues pro-actively and efficiently managed. This is accomplished by:***

- Diplomacy and tact, collaborating and liaising with other program ministries, decision-makers, and other stakeholders to pro-actively identify project issues and determine viable solutions or alternatives.
- Pro-actively build and maintain a network of positive relationships with key stakeholders, including Program Ministries.
- Coordinate and assist in preparing responses to queries from the public and/or clients.
- Develop briefings and action request responses as needed and propose strategies and initiatives for submission to senior officials in the department.

### ***Outcome Four: The mandate and goals of the Branch are supported and achieved. This is accomplished by:***

- Preparing briefings, action request responses, and recommendations on planning issues and project updates

throughout the fiscal year;

- Completing assignments and participating on internal and external committees and working groups;
- Supporting the Senior Manager in updating documents for reporting on branch, divisional and ministry projects and initiatives.

## Problem Solving

Typical problems solved:

Strategic facilitation to solve stakeholder concerns over the course of business case development and input into options analysis for healthcare facilities and the overall planning process.

Types of guidance available for problem solving:

Access to supervisor's and teams across Infrastructure, Program Ministries and stakeholders to support learning and solution development for projects.

Direct or indirect impacts of decisions:

Issues and problems with capital planning can reflect poorly on the Ministry 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.

## Key Relationships

Major stakeholders and purpose of interactions:

Strong relationship and interpersonal skills are required to establish and maintain trusted and credible relationships with Program Ministries, stakeholders and clients. 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 Branch framework. The work involves confidential and highly sensitive information on proposed capital projects and overall capital plan information.

The Project Manager Planning operates in a complex environment, interacting extensively with a wide range of external and internal stakeholders, communicating and liaising with:

- Officials from Program Ministries.
- Stakeholders' senior management staff, facility maintenance representatives, and medical staff and experts.
- Officials of Infrastructure's Technical Services Procurement Branch, Realty Services, Property Development, Finance, and Communications Branches.
- Professional consultants, planners, architects, engineers, and accountants involved in the infrastructure industry.

Internal:

- Ongoing contact with Infrastructure staff (directors, project teams, technical, procurement and cost management staff from other branches) to provide/gather information related to health facility planning, design, construction, costing, etc.

External:

- Ministry liaisons across the GoA to collaborate on long-term planning and business case development, provide technical advice, and respond to inquiries;
- Stakeholder officials, clinicians and other stakeholders to provide information and recommendations regarding facilities capital projects and capital planning;
- Architectural and engineering consultants - coordinates and directs consultants retained to prepare project planning documentation;
- Responds to inquiries from the public pertaining to facilities capital programs and projects through the INFRA Communications Branch.

## Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Engineering

2nd Major/Minor if applicable

Other

Designation

Project Mgmt

If other, specify:

Or 1 year of experience in related field (capital / space planning or project mgmt.) for 1 year of education

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

The role requires 5+ years of experience planning and managing complex capital projects. This Project Planning

Manager must have in-depth knowledge of construction planning processes. They are expected to lead multi-party project teams and apply project management and strategic capital planning skill-set to achieve project goals.

The individual works within the parameters of established policies and processes of the Division, Branch, Department, and stakeholder organizations. Objectives are established in consultation with the Senior Manager, Health Programs & Planning, with extensive independence delegated to this position in terms of assigned responsibilities and deliverables.

Work is reviewed for quality of services and consultation provided; effectiveness and comprehensiveness of solutions and recommendations provided to stakeholders and department representatives; and initiative taken in support of overall objectives. Matters outside the scope of the Branch mandate are discussed with the Senior Manager, as are decisions involving major deviations from scope/budgets and major changes to and/or deviations from policies, processes, and standards.

#### Knowledge

- Knowledge of capital planning business processes and architectural/engineering disciplines to analyze the information provided by Program Ministries and stakeholders, and to provide advice and recommendations to achieve excellence in the development of infrastructure;
- Knowledge of project planning and management processes and techniques (including project scoping, risk analysis and life cycle costing);
- Thorough knowledge of health facility planning activities - Services Planning, Master Planning, Needs Assessment, Business Case, Functional Program/Schematic design considered an asset;
- Understanding of unique programs and users requirements/needs for health and government facilities;
- Knowledge of the client and stakeholder community affected by the health facilities programs;
- Knowledge of Alberta Government and Infrastructure policies, regulations, processes, and standards relating to health facilities infrastructure maintenance and capital programs considered an asset;
- Knowledge of Alberta Government and Infrastructure business and operational plan goals and strategies and cross-Government priorities associated with infrastructure capital program;
- Understanding of provincial and national building standards and codes, construction industry and trades definitions, building systems and components/products, infection prevention and control, and job-site safety regulations considered an asset.

#### Skills and Abilities

- Research abilities to seek out additional information as needed to inform analysis of project planning documentation options;
- Leadership, consultation, interpersonal, and negotiation skills to deal effectively with complex and sensitive issues involving diverse stakeholders with potentially conflicting perspectives and requirements;
- Analytical, 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;
- Project planning and management skills;
- Software and systems tools used to carry out responsibilities (i.e. Microsoft Office / Outlook, Word, Excel);
- Ability to work both independently and collaboratively within a team environment;
- Time management and organizational skills.

#### Education and Experience

- Post-secondary graduation in engineering, architecture, or a related degree, plus eight (8) years progressively responsible related experience; or directly related education or experience considered on the basis of:
  - 1 year of education for 1 year of experience; or
  - 1 year of experience for 1 year of education.
- Experience should include capital planning, space planning, accommodation planning, interior design, and/or construction project management;
- Experience in strategic capital planning and/or experience with healthcare facilities would be considered an asset.

#### Behavioral Competencies

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes a long-term view towards organization's	Considers how changes might impact colleagues,

		<p>objectives and how to achieve them:</p> <ul style="list-style-type: none"> <li>• Takes holistic long-term view of challenges and opportunities</li> <li>• Anticipates outcomes and potential impacts, seeks stakeholder perspectives</li> <li>• Works towards actions and plans aligned with APS values</li> <li>• Works with others to identify areas for collaboration</li> </ul>	<p>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>
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"> <li>• Encourages broad thinking on projects, and works to eliminate barriers to progress</li> <li>• Facilitates communication and collaboration</li> <li>• Anticipates and reduces conflict at the outset</li> <li>• Credits others and gets talent recognized</li> <li>• Promotes collaboration and commitment</li> </ul>	<p>Facilitates conflict resolution directly by initiating open and respectful discussion of issues.</p>
Develop Networks	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> <li>• Looks broadly to engage stakeholders</li> <li>• Open to perspectives towards long-term goals</li> <li>• Actively seeks input into change initiatives</li> <li>• Maintains stakeholder relationships</li> </ul>	<p>Identifies and acts on opportunities to partner with other groups to achieve desired outcomes.</p>
Develop Self and Others	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Plans according to career goals and regular development:</p> <ul style="list-style-type: none"> <li>• Aligns personal goals with career goals</li> <li>• Leverages strengths; attempts stretch goals</li> <li>• Provides feedback and openly discusses team performance</li> <li>• Values team diversity, and supports personal</li> </ul>	<p>Actively involved in mentoring/mentee programs when possible. Contributes to team learning by sharing information, knowledge, and experiences even when not asked.</p>

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