

**NON-MANAGEMENT JOB DESCRIPTION**  
**POINT RATING EVALUATION PLAN**

Working Title Junior Strategic Accommodation Advisor and Capital Planner		Name [Redacted]	
Position Number [Redacted]	Reports to Position No., Class & Level [Redacted]	Division, Branch/Unit [Redacted]	Ministry [Redacted]
Present Class PS2		Requested Class Program Services 2	
Dept ID [Redacted]	Program Code [Redacted]	Project Code (if applicable) [Redacted]	

**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 Non-Management Job Description Writing Guide [Pages 7-8](#)).

Reporting to the Manager of Strategic Accommodations, the Junior Strategic Accommodation Advisor and Capital Planner (JSAACP) performs technical, analytical, consultative and supportive work for the Emergency Management, Accommodations and Security Services (EMASS) unit. This position is also the primary ministry contact for facility-related services.

The JSAACP is responsible for providing furniture layout options and schematic drawings for small and large accommodation projects and furniture work order requests. The position is responsible for providing drawings and submitting requests to the Furniture Work Order Request Tracking Systems as well as managing an inventory of recycled furniture from projects and reconfigurations.

The JSAACP supports the Senior Planners on small and large tenant improvement projects and acts as a liaison between the Ministry, Alberta Infrastructure and building operators for tenant services. The position provides input and develops facilities administration policies, guidelines and procedures for the Ministry and is the primary facility coordinator for the Deputy Minister Office (s). The position also submits requests for ministry anchor buildings into the Work Order Request Tracking System.

The JSAACP is responsible for maintaining an accurate inventory of ministry-occupied space and associated PDF and AutoCAD drawings to support strategic accommodation plans for the ministry. The position provides support to the Senior Planners on small and large accommodation projects.

**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 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

**Furniture Coordination**

Consults with Senior Planners and Infrastructure representatives to identify furniture requirements, develop layout options and provide recommendations for recycled or re-purposed furniture to support the effective use of ministry-occupied space in accordance with GoA standards and guidelines. Works independently on simple or in support to the Senior Planners on complex items related to the following:

- Establish the legitimacy and urgency of furniture requests in the context of ministry corporate initiatives and approved program directions identified within the ministry's business plan.
- Initiate implementation of necessary furniture requests in accordance with approved budget processes and government standards established by Infrastructure.
- Identify scope and specify furniture needs including location requirements, staffing information, security needs, architectural, electrical, Heating, Ventilation, Air Conditioning (HVAC), mechanical and other special physical requirements.
- Negotiate regarding proposed furniture accommodation solutions, assess potential impacts of furniture options on program delivery, and consult with Ministry management and external stakeholders.

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- Identify and negotiate implementation of innovative solutions to resolve unforeseen program changes, and or physical space constraints impacting furniture.
- Use AutoCad to create furniture layout options and provide to ministry representatives and Senior Planners as required for review.
- Submit furniture requests electronically in the Work Order Request Tracking System (WORTS) Furniture to Alberta Infrastructure for review and approval.
- Work with Furniture Vendors to create furniture layouts for review and approval, reviews Furniture Vendor quotes for accuracy.
- Inform ministry management and worksite contacts regarding the status of approved furniture requests including obtaining financial approval from Ministry expenditure officer.
- Work in collaboration with Infrastructure Property Management to ensure all furniture projects are approved by the landlord and building operators and wiring capacity or HVAC issues have been addressed.
- Provide ongoing status of furniture requests, through the WORTS Furniture system, – comments, status, cost savings, volume and dollar values.
- Ensure furniture timelines are met and coordinate sign-off acceptance with ministry representatives on completion of project, once any deficiencies have been addressed.
- Assist with furniture purchases through IGX for Senior Planners as required.
- Review and process any invoices for payment or submit to Ministry management for payment.
- Update master floor plan drawings and file. Submit any required space change notifications to Infrastructure.

### **Accommodation Planning**

Provide comprehensive research, analysis and project management support to the Accommodation team. This position independently manages the planning and implementation of low complexity Small Tenant Improvement Project requests, provides AutoCAD drawing services to the unit, coordinates staff moves, maintains furniture inventories and current floor plans, creates project documentation and supports Senior Planners on both small and large tenant improvement projects.

- Establish the legitimacy and urgency of Small Project requests with the Senior Planners in the context of corporate initiatives and approved program directions identified within the ministry business plan.
- Collaborate with clients to gather information and negotiate or propose innovative and cost effective solutions.
- Develop project scope based on location requirements, staffing information, security needs, architectural, electrical, HVAC, mechanical and other special physical requirements.
- Work in collaboration with Senior Planners and Infrastructure Accommodation Planners to ensure that all projects are approved by the Infrastructure Property Management, landlords and building operators and wiring capacity or HVAC issues have been addressed.
- Develop move lists and other pertinent documents to invite moving contractors to bid on work.
- Inform Site Contacts and Senior Planners regarding the status of approved Small Project requests.
- Complete necessary steps for project implementation including but not limited to:
  - Obtaining financial approval from Ministry expenditure officer
  - Conducting site walk-throughs with contractors and movers and/or Tenant Service Providers/Total Property Managers
  - Reviewing and negotiating vendor bids
  - Recommending award of contracts
- Provide ongoing status updates to Senior Planners and Site Contacts on Small Projects and moves.
- Ensure timelines are met and coordinate signoff acceptance with ministry representatives on completion of project, once any deficiencies have been addressed.
- Review and process any invoices for payment or submit to Ministry management for payment.
- Coordinate with Service Alberta and Site Contacts to ensure that Surplus items are picked up within necessary timeframes. Assist Senior Planners with redeploying reusable furniture items.
- Coordinate with Site Contacts to ensure that they have submitted Telecom move requests to Service Alberta, computer move requests through Service Request Coordinator and that they are aware of their responsibilities during the move.

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- Coordinate with Building Management to ensure that freight elevators, loading docks and site building access have been confirmed for moves.
- Develop, maintain and file floor plans for ministry-occupied space in AutoCAD and Adobe Professional. Identify any discrepancies in BLIMS to Alberta Infrastructure.
- Submit Space Change Notices to Alberta Infrastructure and coordinate the annual Accommodation Costing exercise on behalf of the ministry.
- Responsible for updating property inventory listing.

#### **Facilities Coordination**

Liaises with Senior Planners, ministry contacts, Alberta Infrastructure and Tenant Services Providers/Total Property Manager contacts to ensure facilities services are provided for the ministry in accordance with Government of Alberta and Ministry directives, policies, and guidelines.

- Serves as primary contact for ministry employees in relation to clarifying Ministry and GoA policies and guidelines and Treasury Board directives relating to facilities services.
- Establish the legitimacy and urgency of building Work Order requests (WORTS) involving staff moves, minor renovations or requests impacting the occupied space in collaboration with Senior Planners, in the context of corporate initiatives and approved program directions identified within the ministry business plan.
- Initiate, submit and coordinate WORTS requests involving staff moves, minor renovations or the Deputy Minister Office (s).
- Act as primary liaison with Infrastructure on facility-related services, primarily in downtown Edmonton, and representing the ministry to resolve issues or concerns; involving the Manager of Strategic Accommodations as required.
- Attend Tenant Meetings to ensure the ministry perspective is represented.
- Maintain an accurate list of building Site Contacts and establish strong working relationships with the Site Contacts to ensure space is managed effectively and meets client requirements.
- Manages storage spaces in downtown Edmonton including maintaining an inventory of items for re-use and ensuring items are declared surplus as required.
- Acts as a Surplus Agent for SCSS related accommodation projects.

**SCOPE:** List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

Reporting to the Manager of Strategic Accommodations, the Junior Strategic Accommodation Advisor and Capital Planner performs technical, analytical, consultative and supportive work for Accommodations unit. This position is also the primary ministry contact for facility-related services.

- The position must interact with stakeholders and various levels within Seniors, Community and Social Services to discuss, negotiate and problem-solve accommodation and facility related issues. The Junior Strategic Accommodation Advisor and Capital Planner must determine when and how to engage with stakeholders from other ministries (Infrastructure, Service Alberta), with private vendors and contractors as well as with members of the public.
- This position impacts and supports all of the core business goals in the Ministry's Business Plan.
- The Junior Strategic Accommodation Advisor and Capital Planner interacts with program area contacts and stakeholders on an ongoing basis to discuss detailed accommodation requirements (e.g. furniture and small renovation projects) and must ensure that the work aligns with the overarching goals of the Business Plan. This is required for all variety of sites unique to the ministries across the Province.
- Furniture and accommodation solutions developed, supported and promoted by this position directly impact program delivery and operational budgets along with Infrastructure's Accommodation, Capital and Property Management budgets.
- The position requires the ability to operate in an ever-changing environment. Accommodations are impacted by leadership changes, political changes, re-organizational changes and on-going staff churn.



**SCOPE:** List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

**KNOWLEDGE, SKILLS & ABILITIES:** Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

This position ensures that proposed solutions meet client program delivery needs and business plan objectives, as well as furniture and space standards and other applicable guidelines. This position interacts with the Infrastructure Furniture Planners, Accommodation Planners and Property Management staff; ministry representatives and other stakeholders on an ongoing basis to discuss furniture requests, small projects, move requests and facility requirements.

The Junior Strategic Accommodation Advisor and Capital Planner works directly impacts ministry staff providing government programs and services to Albertans. They are required to work independently on multiple small projects and tasks concurrently while adjusting priorities to meet deadlines. They are expected to make decisions on the scope of work within their job description. Matters with potential for significant impact on client business and program operations, partner and stakeholder relations, or resource allocation are discussed with the Manager of Strategic Accommodations, who is also available for assistance when dealing with highly sensitive or contentious situations.

This position works within the parameters of established legislation, regulations and policies, with a level of discretion in determining how responsibilities are performed. The Manager of Strategic Accommodations provides general guidance, reviewing work for quality of services delivered and level of professional judgement exercised. The Junior Strategic Accommodation Advisor and Capital Planner is evaluated on the comprehensiveness of services provided and effectiveness of working relationships established.

A related University Degree or Technical School Diploma (e.g. Planning, Interior Design or Architecture) with two years of related experience is required. Experience working in AutoCAD is required.

The Junior Strategic Accommodation Advisor and Capital Planner should also have:

- A strong working knowledge of AutoCAD to be able to create, revise and review drawings and the ability to review drawings submitted by the furniture vendors and consultants.
- Knowledge of the ministry organizational structure, goals, and business plans.
- Knowledge of government policies and standards relating to accommodations.
- Knowledge of current political structure and strategic initiatives.
- Knowledge of current vendor/contractor services that relate to the delivery of accommodation needs and the ability to deliver sound recommendations.
- Detailed knowledge of GoA standing offers with furniture vendors and associated blanket contracts.
- Knowledge of technical aspects of accommodations (architectural, mechanical, electrical, telecommunications, building codes and ability to read floor plans).
- Technical aspect of furniture, including how to assemble, disassemble, reconfigure, modify and compatibility with alternate products.
- Government and Ministry guidelines pertaining to budgeting, forecasting, accruals, expenditure approvals and tracking.
- Direct Purchase Regulations and processes for tendering furniture products.
- Knowledge of current systems (WORTS Property Management and Furniture) and facility support requirements for ministry computer systems Building Land Information Management System (BLIMS).
- Good understanding and knowledge of Microsoft Project, Word, Excel and PowerPoint; and Adobe Professional
- Well-developed analytical, strategic thinking, decision making and time management skills.
- Strong project management, resource management, networking, client-relationship and negotiation skills.
- Strong verbal and written communication skills, active listening skills and the ability to understand client needs.
- Understanding of space and furniture standards to determine space allocations based on position classification,

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AIT: - Agreement on Internal Trade, TILMA-Trade Investment and Labour Mobility Agreement between BC and Alberta, Service Alberta Standing Offer Agreements for furniture purchases, Service Alberta Surplus Sales: guidelines to surplus and acquiring surplus furniture, Occupational Health and Safety Act, Employment Standards Code, Government Organization Act, Sale of Goods Act, Municipal by-laws and ministry standards.

**CONTACTS:** Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

The Junior Strategic Accommodation Advisor and Capital Planner has regular contact with:

- Senior Planners to complete furniture layouts, options, schematic drawings and blocking plans. Infrastructure Accommodation Planners, Furniture Planners and Property Management to ensure that furniture requests and small tenant improvement project requests are approved and meet government space standards.
- Site Contacts (e.g. management and employees within the ministry) to assess furniture needs and issues, provide options and solutions, exchange information, develop and ensure commitment to furniture plans, facilitate problem solving and innovative responses to furniture requirements, and ensure satisfaction with finished solutions.
- Service Alberta staff to coordinate the furniture procurement and surplus sales processes.
- Architectural/electrical/mechanical/structural consultants to collaborate on furniture plan designs, instruct as to ministry and client needs and exchange information.
- Furniture dealers/vendors to coordinate work, negotiate prices and timelines, interpret tender documents, inform of standards and quality requirements, and exchange information.
- Move contractors to obtain quotes and coordinate moves.
- Infrastructure Property Management, building owners, landlords, tenant service providers to coordinate activities, resolve issues, and negotiate solutions relating to furniture plans.

**SUPERVISION EXERCISED:** List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

N/A

**CHANGES SINCE LAST CLASSIFICATION REVIEW:** Identify significant changes, that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

**ORGANIZATION CHART:** An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide [Page 17](#)).

*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, 6<sup>th</sup> Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.*