

### Update

Ministry

Justice

#### Describe: Basic Job Details

##### Position

Position ID

[Redacted]

Position Name (200 character maximum)

Senior Accommodations Planner

Current Class

Program Services 4

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

[Redacted]

[Redacted]

##### Employee

Employee Name (or Vacant)

Vacant

##### Organizational Structure

Division, Branch/Unit

Financial Serv/Bus Serv/Accommodations

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

[Redacted]

Manager (Zone 2)

#### Design: Identify Job Duties and Value

##### Changes Since Last Reviewed

Date yyyy-mm-dd

2026-05-05

Responsibilities Added:

No changes, Job Description moved to new format.

Responsibilities Removed:

None

## Job Purpose and Organizational Context

Why the job exists:

The Senior Accommodations 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 is 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.

The function relates to all the facilities and accommodation needs to properly administer Justice's program delivery and involves stakeholders from Infrastructure, Service Alberta and Red Tape Reduction, other Ministries, private vendors and contractors, and 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).

## Responsibilities

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

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

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.

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 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.

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.

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.

## **Problem Solving**

Typical problems solved:

**Resolving competing Accommodation needs across multiple program areas : The role frequently requires**

analyzing conflicting requests for limited space, evaluating operational priorities, and developing balanced solutions that meet essential program requirements while adhering to Ministry standards and budget constraints.

**Interpreting and applying policies in situations not fully covered by existing guidelines :** Accommodation issues often arise where policies, standards or GAR guidelines do not provide clear direction. The incumbent must interpret intent, assess risks and recommend practical solutions, sometimes initiating policy when gaps are identified.

**Managing stakeholder disagreements and misaligned expectations :** Program areas and external partners may have differing priorities. The incumbent mediates these differences, evaluates the feasibility of competing requests, and negotiates consensus-based solutions that support corporate objectives.

**Responding to unforeseen changes affecting approved project :** Shifts in program direction and priorities can require mid-project adjustments. Incumbent evaluates impacts, revise scope and timelines and coordinates with stakeholders to maintain project viability.

Types of guidance available for problem solving:

SOPs  
 Subject matter experts  
 Planning Manager  
 Team collaboration

Direct or indirect impacts of decisions:

Decisions made in this role directly influence how effectively program areas operate, how government space is utilized, and how budgets are managed. The incumbent’s recommendations affect operational efficiency, staff experience, and long-term financial commitments.

Indirectly, these decisions shape stakeholder relationships, inform senior leadership, and contribute to the development or refinement of Ministry policies and standards. The quality of analysis and judgment applied in this role has broad impacts across programs, projects, and the Ministry’s overall accommodation strategy.

**Key Relationships**

Major stakeholders and purpose of interactions:

**Internal:**

**Planning manager and other Program Management staff** - As part of the team the incumbent will interact with, as well as get specific direction from program management staff.

**Division senior & middle management; program staff** - Incumbent will interact with all Divisions and extract information pertaining to their accommodation and facility needs as well as being a branch representative.

**Working and Steering committees for various initiatives** - Business Planning Committees, Parking Sub-Committees, Audits, Project Committees, etc.

**Infrastructure** - As part of the project team the incumbent will interact with Infrastructure to plan and implement accommodation projects

**External**

**Vendors and Consultants** - 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.

**Required Education, Experience and Technical Competencies**

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

If other, specify:

Education Planning, Architecture, Project Management or another related field is preferred.

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

- Thorough understanding and awareness of government structure, initiatives, policies, and procedures 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, and 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 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 and 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, AutoCAD and SharePoint sites.
- University degree in a related field plus four years of related experience. Education in Planning, Interior Design, Architecture, Project Management or another related field is preferred. Equivalencies will be considered.

**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		
Systems Thinking	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Observes and understands larger impact of role: <ul style="list-style-type: none"> <li>• Sees impact of work on organization; anticipates change in own area based on activities in other areas</li> <li>• Considers how own work impacts others and vice versa</li> <li>• Ask questions to understand broader goals</li> <li>• Aware of how organization adds value for clients and stakeholders</li> </ul>	The role consistently demonstrates awareness of how accommodation decisions affect the broader Ministry. This includes anticipating how changes in other divisions may influence space needs, considering how recommendations impact multiple stakeholders, and seeking clarity on strategic goals to ensure alignment. The incumbent connects day-to-day planning decisions to larger organizational priorities, service delivery outcomes, and the value the Ministry provides to clients and the public.
Creative Problem Solving	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is open to new ideas and breaks problems down to	Planner independently handles complex,

		<p>identify solutions:</p> <ul style="list-style-type: none"> <li>• Breaks down problems into small parts</li> <li>• Constructively questions and challenges the norm</li> <li>• Open to other’s perspectives and aware of own</li> <li>• Contributes ideas for improving processes, and adapts existing practice to address problems</li> </ul>	<p>multi-stakeholder accommodation issues, applies judgment where guidelines don’t fully address the situation, and anticipates broader organizational impacts. The role requires breaking down complex problems, integrating diverse perspectives, improving processes, and providing analysis that informs senior-level decisions</p>
Agility	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Understands need for change and manages own emotions:</p> <ul style="list-style-type: none"> <li>• Uses common sense and past experience to approach ambiguous problems</li> <li>• Prevents emotions from affecting others negatively</li> <li>• Looks for information on changes</li> <li>• Open to new ideas and helping co-workers</li> </ul>	<p>Maintain professionalism during rapid change, using experience and practical reasoning to move projects forward without needing detailed direction, ensuring projects stay on track despite uncertainty. Proactively seeks clarity on new standards.</p>
Drive for Results	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> <li>• Forecasts and proactively addresses project challenges</li> <li>• Removes barriers to collaboration and achievement of outcomes</li> <li>• Upholds principles and confronts problems directly</li> <li>• Considers complex factors and aligns solutions with broader organization mission</li> </ul>	<p>Before starting a major accommodation project, the Planner identifies potential risks—such as delayed approvals, contractor constraints, or shifting program needs—and builds contingency plans so the project stays on track. Facilitating clear communication among stakeholders with competing priorities, and addressing issues directly while upholding core principles such as safety, accessibility, and policy compliance. Considers complex factors—including cost, sustainability, service impacts, and alignment with organizational</p>

