

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

Current Class

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

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value**Changes Since Last Reviewed**

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

This position provides technical leadership and subject matter expertise for data integrity and integration of Alberta Government real property inventory, with a primary focus on Infrastructure-owned assets. It ensures the accuracy, security, and reliability of inventory data integrated from multiple platforms, supporting strategic asset management, insurance compliance, and government-wide reporting. The role is accountable for optimizing system functionality, leading technical projects, and supervising a team to maintain high standards of data quality and operational efficiency. **End Goal:** Deliver a robust, accurate, and secure inventory management environment that supports government-wide asset planning and risk mitigation.

This Job is Accountable for:

- Ensure integrity and reliability of inventory data across integrated systems to support strategic planning and compliance.
- Lead technical projects for system enhancements, upgrades, and implementation of new asset management technologies.
- Provide expert technical guidance and training to team members and stakeholders to maintain system proficiency and data governance.

To be effective, this position must:

- Apply advanced technical knowledge to manage complex data integrations and troubleshoot system issues.
- Lead user acceptance testing and advocate for system improvements to maintain compliance and operational efficiency.

Responsibilities

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

1. Inventory Systems and Data Integrity

Provides technical leadership in managing and optimizing asset inventory systems and ensuring data integrity throughout their lifecycle.

- Lead and administer Infrastructure inventory systems such as BLIMS and FAMIS, including integration with 20+ related applications. Advanced understanding of multi-system data management and integration. Serve as subject matter expert for BLIMS, FAMIS, integrated platforms, and new systems as required.
- Maintain data quality and consistency across interconnected systems, applying rigorous validation and inventory data protocols.
- Develop and enforce technical standards, quality assurance procedures, and audit frameworks to prevent and resolve discrepancies.
- Lead a team responsible for data collection, reconciliation, and system updates to ensure accurate asset records for space planning, cost allocation, and insurance valuation.
- Participate in and act as subject matter expert for inventory processes and system enhancements, contributing to continuous improvement initiatives and technology upgrades.
- Responsible for process optimization and change management.
- Strong analytical and problem-solving capabilities for complex data and system issues.
- Interpret and apply technical requirements, legislation, and compliance standards to system configurations and data governance.
- Proficiency in reading and understanding CAD-based floor plans and interpreting into data information.
- Advanced proficiency in interpreting Alberta Land Titles Spatial Information System documents and integrating complex land title and property data into inventory management workflows.
- Effective technical communication and stakeholder engagement to advocate for data accuracy and system compliance.
- Develop and implement technical procedures for data validation and quality assurance.
- Collaborates extensively with cross-ministry teams and external stakeholders (including Municipal Affairs, Office of the Auditor General (OAG), Property Management, Realty Services, and others) to coordinate data integration, resolve technical discrepancies, and ensure compliance in insurance valuation and reporting processes.
- Work is completed in accordance with relevant legislation (Real Property Governance Act).

2. Project Management

Lead and coordinate technical projects and accurate inventory data reporting processes across inventory systems.

- Produce the annual Accommodation Costing Report (used in government financial statements):
 - Aggregate and validate inventory and financial data from multiple ministries, coordinating the entire reporting process to ensure consistency and accuracy.
 - Oversee and coordinate the reconciliation of inventory data completed by team members, ensuring all discrepancies are resolved and records are aligned across systems.
 - Perform calculations, consolidate results, and prepare comprehensive documentation.
 - Present finalized reports to senior financial officers.
 - Engage with OAG representatives to address audit inquiries, provide response to questions, and substantiate methodologies.
 - Direct impact on financial reporting and government accountability.
- Manage inventory updates resulting from organizational changes:
 - Analyze Orders in Council and determine technical impacts on asset data.
 - Coordinate process flow with the parking team and other stakeholders, defining roles, sequencing tasks, and ensuring accurate and timely updates to inventory records and related systems.
 - Manage complex bulk inventory updates by extracting, validating, and structuring large datasets to ensure accuracy and readiness for processing.
 - Coordinate CAD modifications for floor plans and validate pre/post-update accuracy.
 - Facilitate stakeholder approvals and ensure system alignment.
- Compile annual Facility Data and Space Utilization Report division wide:
 - Calculate facility counts and associated space metrics.
 - Document methodology and perform quality control for official infrastructure data.
- Oversee Grants in Place of Taxes (GIPOT) Report:
 - Validate land ownership using legal descriptions and title certificates.
 - Collaborate with Municipal Affairs to correct discrepancies and finalize financial reporting.
- Lead Insurance and Replacement Value Program:
 - Conducts insurance and replacement cost analyses for all assets, applying data modeling and escalation calculations to ensure coverage accurately reflects asset value.
 - Conduct monthly audits to monitor insurance status of buildings insurance coverage and identify changes.
 - Recommend placement or removal of coverage and communicate updates to Risk Management and Insurance.
 - Act as primary technical liaison for insurance-related inquiries.
 - Provides training to staff on building insurance processes.
 - Coordinates information and processes with the Cost Management Branch and Risk Management and Insurance to ensure consistent process alignment across teams.
 - Inaccurate insurance data and non-compliance can lead to financial loss, under- or over-insurance, unrecoverable claims, and delays in restoring assets.

3. Inventory System Enhancement

- Deliver application support for BLIMS and FAMIS, acting as a system expert for integration with 20+ related platforms.
- Assess training needs and provides targeted technical training to colleagues, team members, and stakeholders for seamless system deployment.
- Troubleshoot and resolve complex system issues by analyzing root causes and implementing technical solutions.
- Participate in planning, research, development, testing, and implementation of system corrections, refinements, and enhancements.
- Collaborate with stakeholders to identify and design system improvements that meet operational and compliance requirements.
- Lead release management activities.

- Coordinate user acceptance testing of inventory team members.
- Execute test scenarios, document fault reports, and ensure resolution of deviations.
- Authorize final sign-off for implementation.
- Contributes to the development and implementation of new inventory management systems (e.g., Alberta Infrastructure Data Warehouse (AIDW), iTrack/PRISM) by providing expertise in system architecture, upgrades, and integration Advocates for continuous system improvement and data compliance to ensure all platforms align with evolving operational requirements.

4. Data Integration and Reporting

Transform complex inventory data into accurate, actionable reports that support strategic asset planning.

- Utilize advanced querying and data modeling techniques to generate complex reports for strategic decision-making.
- Integrate data from multiple sources using tools such as Power BI and relational database concepts.
- Oversee data extraction and integration from multiple systems and sources, including statistical databases, technical reports, and legislative references.
- Design and execute queries using database concepts and techniques.
- Generate comprehensive reports on structure, space, and land inventory, including historical, annual, and comparative analyses.
- Validate report outputs through rigorous testing to ensure alignment with technical specifications and stakeholder requirements.
- Respond to ad-hoc reporting requests from internal branches, cross-ministry teams, and external research entities.
- Apply FOIP and data security standards to all reporting activities to maintain compliance.
- Contribute insights and recommendations derived from data analysis to inform strategic planning and system enhancements.

5. Technical Support and Training

- Provide troubleshooting and problem resolution for system users.
- Provides application support to BLIMS, and FAMIS identifying training needs.
- Provides comprehensive system training ensuring seamless deployment by assessing training needs and delivering tailored orientation and training to specific users.
- Deliver targeted technical training to team members and stakeholders on system functionality and data compliance.
- Identify emerging technology trends and adapt training programs accordingly.

6. Team Supervision and Development

Direct and develop the Inventory Unit to ensure accuracy, system proficiency, and high-quality data outputs.

- Supervise a team responsible for collecting, processing, and reconciling inventory source data to maintain system integrity.
- Lead and mentor the technical team, establishing clear standards and performance expectations.
- Provide technical guidance to resolve complex inventory and system-related issues.
- Manage workload distribution and allocate resources to maintain operational continuity and meet project timelines.
- Participate in recruitment and onboarding of technical staff.
- Collaborate with management to forecast resource requirements and recommend strategies to meet project demands.
- Oversee human resource functions within delegated authority, including employee relations, performance management, and succession planning.
- Deliver ongoing technical training on inventory systems, data collection methods, and compliance standards.
- Coach team members to improve data accuracy and adherence to technical protocols.
- Ensure team staff handle sensitive and confidential information appropriately in all system processes.
- Foster a culture of continuous improvement and excellence within the team.

Problem Solving

Typical problems solved:

- Diagnosing and correcting data integrity issues across integrated systems.
- Serves as a key point of contact for identifying and communicating recurring system issues or challenges encountered by staff, and representing these concerns in software development and improvement discussions.
- Designing technical solutions for system errors and performance gaps.
- Making independent decisions on system configuration changes, data validation protocols, and release approvals.
- Determining appropriate insurance valuation methodologies and implementing technical processes for compliance.
- Resolves issues between client contacts and team members to ensure effective communication and collaboration.
- Lead resource for complex issues and challenging , providing guidance and mediating contentious matters.
- Independence in resolving complex, multi-system issues.
- Authority to sign off on test reports and system releases.
- Mediation of contentious data governance issues.

Types of guidance available for problem solving:

Guidance is primarily through established technical standards, system architecture documentation, and government-wide data governance policies. The position operates with significant autonomy, consulting with the Manager for strategic alignment or when addressing unprecedented technical challenges.

Direct or indirect impacts of decisions:

Decisions directly affect the accuracy of inventory data used in financial statements, insurance valuations, and strategic asset planning across all ministries. Errors could result in financial loss, compliance breaches, or system failures impacting provincial infrastructure management.

Key Relationships

Major stakeholders and purpose of interactions:

- Technology and Innovation Teams: Collaborate on system design, testing, and implementation.
- Risk Management and Insurance: Ensure accurate insurance valuations and compliance.
- Cross-Ministry Stakeholders: Coordinate data integration and resolve technical discrepancies.
- Internal Audit and OAG: Provide technical evidence and reporting for audit processes.
- Technical team Team: Supervise, train, and mentor to maintain technical standards and performance.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Diploma (2 year)			

If other, specify:

AssetMgmt | Real Prop Systems/DB Mgmt | Spatial Data | Data Governance | Prop Records | Business Mgmt

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

- Supervisory experience
- Proficiency in Microsoft Office Suite and advanced Excel functions
- Experience in technical roles involving asset management inventory systems or enterprise data platforms
- Experience in BLIMS, FAMIS, or asset management systems
- Data validation and quality assurance techniques
- Proficiency in diagnosing and resolving system errors
- Experience leading system upgrades, integration projects, and user acceptance testing
- Power BI and data reporting
- Interpreting floor plans using AutoCAD or comparable design software

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		
Develop Self and Others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Encourages development and integration of emerging methods: <ul style="list-style-type: none"> • Shapes group learning for team development • Employs emerging methods towards goals • Creates a shared learning environment • Works with individuals to develop personal development plans 	Considers how system upgrades and new data standards affect the whole organization. Plans for long-term impacts, like how changes in asset management platforms support government-wide reporting and compliance. Integrates risks and broader trends, such as new legislation, into technical decisions.
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Engages the community and resources at hand to address issues: <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 	Investigates root causes of data issues, like mismatched records between BLIMS and FAMIS, and develops solutions to keep information accurate. Improves complex workflows by working with others to design better processes for data integration and reporting. Uses technical knowledge to solve problems that don't have standard answers.
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: <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • 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 	Adapts quickly to new systems and changing compliance requirements, such as implementing upgrades after the Real Property Governance Act. Anticipates challenges in multi-system integration and creates backup plans to keep operations running smoothly. Makes decisions and adjusts approaches when faced with uncertainty or new technical demands.
Develop Self and Others	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Seeks out learning and knowledge-sharing opportunities: <ul style="list-style-type: none"> • Reflects on performance and identifies 	Shares expertise by training staff on new system features, data entry protocols, and reporting tools. Coaches

		development opportunities • Takes initiative to stay current • Shares with the team even when not asked • Actively coaches and mentors direct reports	team members to build technical skills and confidence with asset management platforms. Stays current with technology changes and encourages ongoing learning within the team.
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Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

Assign
