

New

Ministry

Seniors, Community and Social Services

Describe: Basic Job Details

Position

Position ID

50033251

Position Name (200 character maximum)

Manager, Capital Planning and Asset Management

Requested Class

Manager (Zone 2)

Job Focus

Operations/Program

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

CA19

Cost Centre

602582

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Housing, HCP/Strategic Capital Planning & Reporting

☒ Current organizational chart attached?

Supervisor's Position ID

50030331

Supervisor's Position Name (30 characters)

Director, Cap. Planning & Rep.

Supervisor's Current Class

Senior Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Manager, Capital Planning and Asset Management provides leadership in the development, evaluation, and implementation of capital investment and real estate strategies that support affordable housing across Alberta. The role is responsible for managing a team of professionals and fostering a collaborative and high-performing work environment. The position ensures alignment with the **Government of Alberta Capital Planning Process, 20-Year Strategic Capital Planning, Alberta's Strategic Plan, the Asset Management Framework, and the Real Property Governance Act**. This leadership role guides strategic planning to advance housing priorities and sustainable asset management across the province.

Responsibilities

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

Leadership and Team Management

- Provide direct supervision, coaching, and development opportunities for a multidisciplinary team responsible for capital planning and asset management.
- Foster a culture of collaboration, continuous improvement, and accountability within the team.

- Build team capacity through knowledge sharing, mentorship, and skills development to ensure effective delivery of capital and asset management functions.
- Support staff in goal setting, performance reviews, and learning plans aligned with corporate priorities and individual growth.

Capital Planning and Program Oversight

- Coordinate the intake, review, and analysis of capital project proposals submitted by housing providers, ensuring alignment with Government of Alberta guidelines and capital priorities.
- Evaluate proposals using scoring criteria to inform project prioritization and capital investment decisions.
- Develop business cases and other supporting documentation for the annual capital plan submission and briefings to Treasury Board and Cabinet.
- Maintain and update registers and records of capital projects; oversee SharePoint site content management for capital planning documentation.
- Ensure integration with 20-Year Strategic Capital Planning and Alberta's Strategic Plan.

Strategic Data Analysis and Environmental Scanning

- Analyze and synthesize capital project information, identifying trends, emerging issues, and risks to inform capital investment decisions.
- Develop quarterly, annual, and ad hoc reports to support planning, evaluation, and communication with senior decision-makers.
- Evaluate and recommend improvements to capital assessment standards, guidelines, and tools based on best practices and policy research.
- Conduct environmental scans and jurisdictional reviews to inform long-range planning and strategic alignment.

Portfolio Oversight and Land Use Planning

- Oversee the ASHC's real estate portfolio inventory in collaboration with analysts and database administrators (e.g., HOME).
- Provide urban planning and land use recommendations, including responses to subdivision applications and municipal planning initiatives.
- Coordinate with internal stakeholders on the approval and processing of land use and disposition applications.

Lifecycle Management and Capital Renewal

- Collaborate with the Capital Maintenance and Renewal Program Manager to develop integrated capital renewal strategies across the housing portfolio.
- Ensure appropriate lifecycle, condition, and risk data informs asset management and renewal decisions.
- Maintain and oversee real estate inventory control mechanisms, ensuring data integrity and alignment with capital planning needs.

Leasing and Compliance

- Approve and monitor leases on ASHC-owned properties and ensure compliance with departmental procedures and approvals.
- Ensure activities adhere to legislative requirements under the Real Property Governance Act and other relevant regulations and policies.

Problem Solving

Typical problems solved:

- Resolve complex issues related to capital submissions, portfolio management, and policy compliance through evidence-based analysis and collaboration.
- Identify and mitigate risks in planning, project evaluation, and real estate transactions.
- Recommend and implement innovations to improve planning, reporting, and decision-making processes in alignment with enterprise-level government strategies.
- Champion continuous improvement initiatives within the team to enhance effectiveness and service delivery.

The Manager is expected to demonstrate proactive, evidence-based, and strategic approaches to addressing challenges and seizing opportunities in capital planning and asset management. Guidance includes:

Policy and Legislative Frameworks

- Apply relevant legislation, regulations, and frameworks such as the Real Property Governance Act, Asset Management Framework, and Government of Alberta Capital Planning Process to guide decision-making.
- Ensure alignment with Treasury Board guidelines and public sector accountability principles.

Analytical and Strategic Thinking

- Use structured problem-solving techniques, including root cause analysis, risk assessments, and scenario planning, to resolve complex capital and real estate challenges.
- Evaluate the financial, operational, and social impacts of proposed solutions.

Data-Driven Decision-Making

- Leverage capital project data, asset condition data, and performance metrics to inform recommendations and prioritize projects effectively.
- Translate trends and analytics into strategic insights for senior leadership.

Stakeholder Collaboration

- Engage internal and external stakeholders to explore multiple perspectives, co-develop solutions, and address competing interests.
- Facilitate solution-focused discussions and consensus-building processes with housing providers, municipalities, and other partners.

Innovation and Continuous Improvement

- Identify opportunities to streamline capital planning and asset management processes through process mapping, benchmarking, and technology tools.
- Pilot new tools or templates with stakeholders and iterate based on feedback and performance outcomes.

Environmental Scanning and Leading Practices

- Conduct jurisdictional reviews and scans of industry-leading practices in housing capital planning, infrastructure renewal, and land use planning.
- Assess applicability of external models and propose adaptations that align with Alberta's housing context and strategic goals.

Risk Mitigation

- Identify and assess operational, financial, reputational, and policy risks; propose mitigation strategies in consultation with legal, finance, and infrastructure teams.
- Escalate high-risk issues with documented options and potential implications.

Ethical and Transparent Practices

- Uphold the highest standards of integrity, transparency, and fairness in the evaluation of project proposals and asset decisions.
- Document decision rationales and maintain audit-ready records for traceability and accountability.

Direct or indirect impacts of decisions:

Direct Impacts

Capital Investment Prioritization

- Decisions on the evaluation and ranking of capital project proposals directly influence the allocation of millions of dollars in public funding through the Government of Alberta's capital planning process.
- Impacts the timing, scope, and feasibility of affordable housing development, maintenance, and renewal projects across the province.

Portfolio Optimization and Asset Use

- Recommendations related to acquisitions, dispositions, and land use decisions shape the long-term footprint, financial sustainability, and strategic value of the ASHC real estate portfolio.
- Direct influence on how underutilized or surplus properties are repurposed or sold.

Compliance and Risk Management

- Ensures that capital planning and asset management activities comply with the Real Property Governance Act, Treasury Board directives, and other legal and policy requirements.
- Reduces risks of non-compliance, legal exposure, or project delays.

Team Effectiveness and Delivery Capacity

- Leadership decisions affect team morale, productivity, knowledge development, and the ability to deliver on capital planning and asset management objectives effectively and efficiently.

Indirect Impacts

Affordable Housing Availability and Quality

- Strategic decisions shape long-term access to safe, adequate, and affordable housing for vulnerable populations, seniors, and low-income households across Alberta.
- Indirectly supports social outcomes such as homelessness prevention, community stability, and population health.

Government Credibility and Public Trust

- Transparent, well-justified decisions on housing investments contribute to public confidence in government stewardship of taxpayer funds.
- Briefings and recommendations may influence decisions by the Minister and Treasury Board.

Inter-Ministry and Cross-Sector Relationships

- Decisions that affect how the ministry coordinates with Alberta Infrastructure, municipalities, housing providers, and other ministries influence long-term collaboration, alignment, and integration of housing and infrastructure strategies.

Market and Sector Signals

- Capital planning decisions can influence housing market dynamics, private sector investment behavior, and provider expectations regarding future funding and partnership opportunities.

Policy and Systemic Change

- Through identifying gaps or leading practices, this role contributes to ongoing policy evolution, influencing the strategic direction of Alberta's housing system and government-wide asset management practices.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

- Branch senior leadership
- Capital Maintenance and Renewal Program Manager
- Housing Policy and Program Delivery Teams
- Executive Leadership (ED, ADM, DM)
- Alberta Infrastructure, Treasury Board, and Finance staff

External

- Housing Management Bodies and Non-Profit Providers
- Municipal Planners and Land Use Authorities
- Legal Counsel, Real Estate Brokers, and Consultants
- Risk Management and Insurance (RMI)
- Cross-Ministry Stakeholders involved in infrastructure and land management

Required Education, Experience and Technical Competencies

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

If other, specify:

Project Management, Real Estate Designation and, Municipal Planning and Land Use Planning Certification

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

Job-Specific Experience

Capital Planning and Infrastructure Development

- Experience evaluating, prioritizing, and managing capital projects, including knowledge of infrastructure planning cycles and capital budgeting in the public sector.

Asset and Real Estate Portfolio Management

- Demonstrated experience in managing real estate assets, including acquisitions, dispositions, land use planning, lease administration, and lifecycle management.

Public Sector and Housing Sector Experience

- Familiarity with government housing programs, legislation (e.g., Real Property Governance Act), and policy frameworks related to affordable housing and capital investment.

Strategic and Operational Planning

- Experience leading or contributing to the development of long-range strategic or capital plans (e.g., 20-Year Strategic Capital Plans) and aligning operations to broader government priorities.

Stakeholder Engagement and Relationship Management

- Proven ability to build partnerships and liaise effectively with housing providers, municipalities, internal government partners (e.g., Infrastructure, Treasury Board), and cross-ministry committees.

Team Leadership and People Management

- Experience managing or supervising professional staff, including performance management, mentorship, and team-building initiatives.

Technical Competencies

Capital Project Evaluation Tools and Scoring Matrices

- Proficiency in applying scoring frameworks to assess project viability, readiness, and alignment with strategic priorities.

Data Analysis and Reporting

- Strong skills in synthesizing quantitative and qualitative data to prepare analytical reports, dashboards, and trend analyses to inform decision-making.

Real Estate and Land Use Planning Knowledge

- Knowledge of land development processes, municipal planning, and legislation impacting land transactions and development.

Legislation, Policy, and Compliance Interpretation

- Ability to interpret and apply legislation such as the Real Property Governance Act, Asset Management Framework, and Treasury Board policies.

Project Management

- Skills in coordinating complex multi-stakeholder initiatives and managing competing priorities under tight deadlines.

Records and Information Management

- Proficiency with systems like SharePoint, HOME database, and other government platforms for managing

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 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 	<ul style="list-style-type: none"> - The manager must understand how capital planning decisions align with the Government of Alberta Capital Planning Process, 20-Year Strategic Capital Planning, and Alberta's Strategic Plan. - For example, when prioritizing capital projects, they consider broader infrastructure dependencies, housing demand trends, municipal growth, and cross-ministry priorities.
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 	<ul style="list-style-type: none"> - The manager must resolve challenges such as conflicting stakeholder interests, funding limitations, and urgent infrastructure needs through innovative solutions. - For example, adapting scoring methodologies to better reflect evolving housing needs while maintaining fairness and transparency demonstrates creative problem solving.
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <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 	<ul style="list-style-type: none"> - Capital planning is dynamic and influenced by shifting government priorities, market conditions, and policy changes. - For example, when funding allocations change late in the budget cycle, the manager quickly reassesses project prioritizations and updates the Capital Plan submission.

		situations and creates a backup plan	
Drive for Results	○ ○ ● ○ ○	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	<ul style="list-style-type: none"> - The manager ensures timely and accurate review of capital submissions, delivery of capital planning reports, and adherence to internal deadlines. - For example, they implement performance tracking tools for proposal reviews to ensure the team meets service standards and submission requirements.
Develop Networks	○ ○ ● ○ ○	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	<ul style="list-style-type: none"> - The manager regularly collaborates with Alberta Infrastructure, housing providers, municipalities, and other ministries. - For example, they may facilitate interdepartmental meetings to align the housing capital plan with infrastructure investment strategies.
Build Collaborative Environments	○ ○ ● ○ ○	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	<ul style="list-style-type: none"> - The manager leads and mentors a team, fostering open communication and continuous improvement. - For example, they organize team-building activities and regular check-ins to promote knowledge sharing, support well-being, and strengthen team cohesion.
Develop Self and Others	○ ○ ● ○ ○	<p>Plans according to career goals and regular development:</p> <ul style="list-style-type: none"> • Aligns personal goals with career goals • Leverages strengths; attempts stretch goals • Provides feedback and openly discusses team 	<ul style="list-style-type: none"> - The manager identifies development opportunities for staff, aligns them with team goals, and supports career growth. - For example, they may coach team members on asset management best