

New

Ministry

Health

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Senior Capital Planner

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

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Senior Manager, the Capital Planning Analyst (Analyst) is responsible for providing planning support to the Health Facilities Planning Branch through a collaborative team approach by working with Alberta Health Services and Alberta Infrastructure to support the development of planning documents, including service planning, needs assessments, business cases, functional programming and other project documents. The Analyst will ensure that projects are in alignment with Ministry priorities, goals, objectives and strategic directions. This position is responsible for analyzing capital plans, master plans, service plans, needs assessments, business cases and programming studies. As well as preparing recommendations for the approval of planning documents via briefings and written responses through Action Requests.

The Analyst supports the Senior Manager in the planning of projects and preparing the Health submission into the government capital planning process. This position provides support, as needed, related to project announcements, news releases, government correspondence, capital plan announcements, request for additional project funding and other similar events by preparing the required documents.

The Analyst participates on project committees and sub-committees, and management teams to ensure compliance with health policy, standards and guidelines. The Analyst will monitor and report on projects in the planning stages, as well as identify issues and recommend solutions to advance the projects.

The Analyst provides effective communication in a team environment involving a wide variety of stakeholders to resolve project issues.

Responsibilities

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

1. Provide support for the development of project needs assessments and business case documents:
 - Under the direction of the Senior Managers, work with Alberta Health Services and Alberta Infrastructure to develop the planning documents for individual projects. Ensure all options have been considered and projects are in alignment with Ministry priorities, goals, objectives and strategic directions.
 - Analyze the planning documents and show linkages to Ministry business plans, action plans and service objectives. Under the guidance of management, prepare recommendations for the options and/or approval of planning documents compliant with provincial guidelines.
 - Support the annual government capital planning process.
 - Attend planning and project meetings.
2. Provide support for the development of project programming studies:
 - After the approval of the project, assist with the development of the programming study.
 - Analyze completed programming studies for alignment with Ministry goals and objectives. Under the guidance of management, prepare recommendation for the approval of the programming study.
3. Prepare briefings, ministerial correspondence and responses to public inquires on a wide range of issues:
 - Communicate the Ministry's position on project planning policy, legislation and process.
 - Report the status of projects.
 - Provide interpretations on government and Ministry planning policy and guidelines.
 - Support the implementation and on-going success of the health capital planning process as articulated in the Health Facilities Capital Program Manual.
4. Provide support in developing the Alberta Health annual capital planning submission.
 - Support the review and evaluation of health authority long-term capital plans by analyzing trends and issues as they relate to the provincial capital planning framework, identify gaps between the long term capital plans and government's strategic directions and priorities, and recommend approaches to align plans with the government's strategic direction.
 - Support the development of the annual Alberta Health submission to the provincial health capital planning process including the application of guidelines and capital rating criteria to assigned capital project requests, preparation of project rating forms and supporting documentation, and presentation of priority projects.
 - Prepare ministerial briefings related to health capital plans and projects required for legislative sessions.
5. Participate in planning and project committees.
 - Support the Ministry through participation in planning, technical and other health and project related committees.

Problem Solving

Typical problems solved:

The position involves situations that are, on occasion, unstructured and require creative new approaches to solving problems or modification of existing approaches to come up with creative new solutions.

- Communicate the Ministry and government policies and procedures for the implementation of capital projects.
- Impact and influence health authorities to align long-term and project specific capital planning with the

Health Facilities Capital Program Manual and provincial capital planning framework to ensure consistency with government's strategic direction and priorities.

- Initiate and conduct research and comparative analysis. Compare and analyze current and projected workload, staff and space for proposed new capital projects. Use the findings in the negotiations and the justification of proposed functional components described in business cases or functional programs.
- Ensure all business, operational and infrastructure options are identified and thoroughly assessed.
- Understanding stakeholders' situations and working within the system to remove barriers and develop the most effective approaches when clear guidelines and historical precedence do not exist.
- In an environment with varying knowledge of best practices and broad objectives, solutions must be innovative, creative, fiscally responsible and acceptable to service providers.
- Support the Senior Managers and Executive Director as required in the capital planning process.

Types of guidance available for problem solving:

The Analyst must be able to find consensus in a team environment with a variety of stakeholder interests. To provide solutions to possible problems, the Analyst must have a clear understanding of the planning process and success factors for advancing a project through the business case stage.

The Analyst must also maintain and facilitate relationships on behalf of the branch, department and government with other government ministries, provincial health authority and other affiliated stakeholders both inside and outside of the health sector.

Guidance will be provided through the direction of executive and management, and through collaboration and committee decisions as issues arise.

Direct or indirect impacts of decisions:

- This position will better ensure the specific health goals and objectives are integrated into the planning process resulting in infrastructure which is better aligned to health service outcomes and targets.
- This position will result in the implementation of a more disciplined planning and project approval process, resulting in better value for government and tax payers.
- The Analyst will support the planning and implementation of projects representing billions of dollars in capital costs. Individual direction on projects may impact the scope and cost of projects as measured in several millions of dollars.
- This position will result in improved stakeholder involvement and relationship building.

Key Relationships

Major stakeholders and purpose of interactions:

The Analyst will have daily contact with the Senior Managers and Executive Director for the purpose of reporting to / obtaining direction; providing information and advice on needs assessments, business cases, functional programs, and project progress; coordinating issue resolution as required; reviewing project reports and supports resolution of approved project issues; researching policy, legislation, jurisdictional practices, best practices, technological innovation, standards and guidelines, etc., when preparing advice for management/executive.

The Analyst will also have daily contact with Alberta Infrastructure and Alberta Health Services to exchange information. As well as support, consult and/or inform as per the Health Facilities Capital Program Manual. The Analyst will have contact with consultants, Committee Working Groups, and other program managers, senior managers and directors within Health as required.

Required Education, Experience and Technical Competencies

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

If other, specify:

Planning, business, engineering, architecture, health administration or related field.

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

- 5-10 years' experience in areas of systems planning, policy development, health care management and/or capital planning. Knowledge and experience of building design and construction will be considered an

asset.

- Experience in writing, supervising or managing the preparation of business cases and/or programming studies.
- Familiar with government legislation.
- Experience in a writing environment (i.e., writing reports, briefings, reviews, letters, etc.).
- Demonstrated experience in strategic planning and critical thinking.
- Demonstration of creative and innovative approaches.
- Several years working in the public health sector or a consulting role supporting the health sector.

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		
Build Collaborative Environments	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	<p>The position requires daily interaction with multiple stakeholders to exchange information on urgent issues. Relationships and collaboration will be key to the success of this position.</p>
Systems Thinking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	<p>The position requires broad understanding of the health system, health trends, health infrastructure standards, government capital planning processes, and the intersections between ministries, health authorities, and other key stakeholders.</p>
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	<p>Position will encounter questions and situations without precedence in previous projects. The ability to analyze and adapt to questions, processes and policy changes is required.</p>

Benchmarks

List 1-2 potential comparable Government of Alberta:

Emergency Medical Services Specialist (Medical and Health 4), Health Facilities Specialist at Alberta Infrastructure (Engineering & Related Level 4)

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Employee Name Date yyyy-mm-dd Employee Signature

Supervisor / Manager Name Date yyyy-mm-dd Supervisor / Manager Signature

Director / Executive Director Name Date yyyy-mm-dd Director / Executive Director Signature

ADM Name Date yyyy-mm-dd ADM Signature