

Update

Ministry

Children and Family Services

Describe: Basic Job Details

Position

Position ID

50069044

Position Name (200 character maximum)

Senior Capital 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)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

RQB, SPO/ACPA

☒ 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

2026-01-13

Responsibilities Added:

Provides strategic project management oversight across the capital project lifecycle to support successful delivery of ministry priorities

Activities:

- Supports early project definition by leading or coordinating accommodation studies, business cases, feasibility assessments, and scope of work development.
- Provides CFS oversight and coordination during implementation phases by monitoring scope, schedule, budget, risks, and key milestones for INFRA-delivered projects.
- Reviews project status updates, identifies risks and issues, and works with accommodation planners, INFRA and Corporate Finance to develop mitigation strategies.
- Ensures alignment between approved business cases, funding approvals, and project delivery outcomes.
- Supports governance processes by preparing updates, briefings, and escalation materials for senior

leadership as required.

- Promotes best practices in project governance and decision controls across the ministry capital program.

Responsibilities Removed:

Provide support to the ministry Accommodation program through conducting post occupancy design reviews and analysis.

Activities:

- Develops post occupancy design review content using agreed upon metrics.
- Develops process for data collection & analysis; develops implementation and stakeholder engagement process.
- Analyzes building or space functionality; evaluates and provides recommendations to ministry stakeholders for design and space planning improvements and other action items.

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Director, Accommodations, Capital Planning and Administration, this position is responsible for leading development, implementation and ongoing management of the Children and Family Services (CFS) ministry accommodation capital plan and annual capital project submission. This includes a wide range of capital planning activities including assessment of existing ministry occupied and ministry supported agency occupied infrastructure (provincial campus based care facilities, group homes, delivery offices) as well as long-term strategic facility planning. To understand current and future programming needs, the incumbent completes analysis of options to meet those needs and facilitates a collaborative approach to determining a solution. The position is the main ministry contact for Treasury Board and Finance on accommodation capital planning related matters.

In addition to developing the ministry capital plan, the position develops policies and procedures for the effective planning and implementation of the ministry's capital program including management of Unsolicited Proposals (USPs). The incumbent assists program areas, and works with Infrastructure (INFRA) on accommodation studies and business case development during the pre-planning stage of capital projects. The position will ensure that ministry capital requirements are met and utilized in the most effective and efficient manner.

The position plays a key project management role by providing strategic oversight of ministry capital projects to ensure alignment with approved scope, budget, schedule, risk tolerance and program outcomes. This includes tracking project progress, identifying risks and issues, supporting decision-making and escalating concerns as required to ensure successful delivery. Assisting the Manager of Accommodations, the position will take on work as needed to support the successful and timely completion of accommodation projects.

The incumbent collaborates with CFS Corporate Finance as a key partner in the development of the ministry capital plan, monthly forecast updates and quarterly fiscal updates. The position provides coordination, guidance, expertise and direction to CFS executives and stakeholders including providing the Deputy Minister and Minister with accurate, complete and timely information and recommendations to set Capital priorities and make decisions.

The position will complete data analysis and reporting, environmental scanning and research to ensure evidence-based decision-making relating to initiatives. Information will be used for planning, reporting and continuous improvement. The incumbent will be responsible for understanding the capital planning life cycle and developing recommendations to revise and/or streamline policies, processes. The position will also assist in understanding and interpreting the policies that are set out for capital planning.

The incumbent will work in partnership with other ministries, including Infrastructure and Treasury Board and Finance. Responsibilities may include providing advice and responding to enquiries on behalf of the Minister, Deputy Minister, or other senior representatives.

Responsibilities

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

1. Leads, participates in, or advises on planning of capital projects across the ministry to inform the development of the annual capital plan submission and quarterly fiscal updates.

Activities:

- Provides capital planning process leadership and consultation; identifies and helps clients work toward key dates such as initiation of capital planning cycle and cut-off for ministry submissions.
- Coordinates receipt and review of requests for large capital and small tenant improvement projects (STIPs) submitted by internal ministry stakeholders.
- Manages the annual STIP and capital equipment budget.
- Assesses, coordinate and review proposals from CFS stakeholder and partner agencies on capital projects requiring government funding (capital grants) including unsolicited proposals.
- Analyzes and scores project submissions using scoring matrix criteria, liaising with stakeholders to clarify submission requirements and timelines as required.
- Develops scoring reports and project synopses pertaining to capital project proposals and provides recommendations to support decision makers in prioritizing projects.
- Prepares capital submission documentation for the ministry annual budget process; coordinates with ministry Corporate Finance in completion of the financial sections.
- Collaborates with CFS Corporate Finance as a key partner in the development of the ministry capital plan, monthly forecast updates and quarterly fiscal updates.
- Works closely with Treasury Board and Finance counterparts to provide and receive information on ministry capital submissions and government capital planning processes respectively.
- Initiates and prepares correspondence, and briefings to clarify issues and obtain desired outcomes.

2. Support and coordinate the development of the scope of work for large capital and STIPs.

Activities:

- Leads the requests for and implementation of accommodation studies, business case development and scope of work documents during the pre-planning stage of proposed capital projects.
- Coordinates with clients and stakeholders to ensure all capital project planning documents are comprehensive and address identified program delivery needs.
- Coordinates with INFRA to procure and coordinate work of costing consultants to acquire STIP budget estimates.
- Provides leadership to clients with requests for and use of STIP funds to ensure alignment with policies, procedures, standards and guidelines.
- Provides support to ministry Accommodation Planners and INFRA with validation of project scope through the implementation stages (schematic design, pre-tender) to ensure project designs align with capital project scope definition.

3. Develop and maintain the ministry capital planning framework

Activities:

- Completes research and analysis, assesses current and future capital needs, develops strategies and process.
- Develops project scoring matrix and criteria.
- Identify policy and process gaps or challenges through analysis of trends and issues experienced through ongoing work with clients.
- Recommends improvements to strengthen consistency, transparency, and effectiveness of capital planning and project oversight.

4. Develop, lead and manage the ministry Unsolicited Proposal (USP) process

Activities:

- Lead the review of proposals received from external partner agencies and Non-Government Organizations (NGOs), and provide guidance and feedback to the NGOs.
- Supports NGOs in the development of creative proposals that help provide the facilities and programs under CFS' mandate that Albertans need.

- Engages and consults with INFRA and the Alberta USP Framework and Guideline as needed to determine suitability of proposals and appropriate funding mechanisms for submitted USPs.

- Prepares the capital grant submission documentation for USPs.

- Collaborates with CFS Corporate Finance and program areas in monitoring the progress and capital expenditure of funded USP projects to ensure alignment with the capital grant agreement.

5. Provides strategic project management oversight across the capital project lifecycle to support successful delivery of ministry priorities

Activities:

- Supports early project definition by leading or coordinating accommodation studies, business cases, feasibility assessments, and scope of work development.

- Provides CFS oversight and coordination during implementation phases by monitoring scope, schedule, budget, risks, and key milestones for INFRA-delivered projects.

- Reviews project status updates, identifies risks and issues, and works with accommodation planners, INFRA and Corporate Finance to develop mitigation strategies.

- Ensures alignment between approved business cases, funding approvals, and project delivery outcomes.

- Supports governance processes by preparing updates, briefings, and escalation materials for senior leadership as required.

- Promotes best practices in project governance and decision controls across the ministry capital program.

6. Support the mandate and goals of the ministry's capital planning program

Activities:

- Prepare briefings, action request responses and recommendations on planning issues.

- Completing assignments and participating on internal and external committees and working groups.

- Preparing and updating documents for reporting on branch, divisional and ministry projects and initiatives.

- Supports continuous improvement, transparency, and accountability in capital investment decision-making.

Problem Solving

Typical problems solved:

Responsibilities relate to all aspects of ministry accommodation capital program development and implementation, from a thorough understanding of existing infrastructure and sound long-term capital planning to the approval of large capital and smaller high priority projects. This position has the lead role in reviewing and assessing capital project requests and proposals, establishing and implementing criteria to score project submissions and developing project synopses for consideration of the Director and senior representatives.

This position is also relied on to provide recommendations for the continual improvement of operational policies and processes relating to the review and assessment of project requests and submissions. The Planner must be knowledgeable as to criteria applicable to assessing capital projects along with operational policies and guidelines related to the capital plan submission cycle. The position provides information management and data analysis to support and promote evidence based decision making. The Planner ensures current and reliable information is available for input to the Ministry capital plan submission as well as identifying and evaluating established and emerging guidelines for objectively assessing capital projects.

The Planner is responsible for assessing all INFRA delivered ministry and ministry supported agency projects, including analysis and reporting on findings to improve the quality of all ministry occupied space. Recommendations generated from these post occupancy design reviews must promote improved worksite operations thereby supporting service delivery to Albertans.

Types of guidance available for problem solving:

This position is relied on to identify opportunities for enhancing service delivery improvements applicable to the Ministry capital planning cycle that will support stakeholders to understand requirements for proposals and associate assessment criteria. The incumbent provides guidance and information and liaises with various areas of the Ministry and other stakeholders to resolve issues and coordinate operational activities relating to the development of the Ministry capital submission.

This position demonstrates initiative and professional judgement when reviewing capital requests and preparing project submissions. Initiative, creativity and interpersonal skills are required to develop recommendations to enhance operational processes and tools, resolve issues and explaining capital project assessment requirements to stakeholders. The Senior Capital Planner must also be able to develop reports substantiating scoring decisions for officials and executives, including demonstrating professional judgement when dealing with sensitive situations having potential for financial implications.

Direct or indirect impacts of decisions:

The Senior Capital Planner functions with significant independence to determine priorities and areas of focus, with work often performed under pressure of multiple demands and non-negotiable timeframes. This position consults with the Director for matters with potential for significant impact on operations, allocation of resources, or relations with other business units. Decisions outside established policies and guidelines or without clear precedent and particularly sensitive and/or contentious situations pertaining to stakeholder relations are also discussed with the supervisor.

Key Relationships

Major stakeholders and purpose of interactions:

The Senior Capital Planner has regular and ongoing internal and external contact with:

- Division and ministry representatives (Managers, Directors); provides capital planning process leadership and consultation; respond to enquiries; explain capital project scoring and requirements for capital project submissions; resolve issues; and build relationships.
- Ministry Executive and officials; develop and present reports, analyses, recommendations and briefings; resolve issues.
- External Partner Agencies and Ministry Supported Non-Government Users; respond to enquiries; provide process information; gather operational requirements.
- External Non-Government Organizations; respond to enquiries; provide feedback on submitted proposals; analyse and exchange information; build relationships.
- Infrastructure; consult and coordinate implementation of projects.
- Treasury Board and Finance; exchange information and respond to enquiries, explain capital project submissions; build relationships.
- CFS Corporate Finance; exchange information and respond to enquiries, explain capital project submissions; collaborate on project submission content; acquire Transfer for Administration information; build relationships.

Required Education, Experience and Technical Competencies

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

If other, specify:

Interior Design/Architecture/Construction Management

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

Experience in capital planning processes, construction project scope development, project management, contract management, space planning; AutoCAD would be a benefit.

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 	
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 	
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<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 	

		<ul style="list-style-type: none"> • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	
Drive for Results	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Takes and delegates responsibility for outcomes: <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 	




Benchmarks

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

024PS60 - Senior Planning Officer

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.

_____	_____	_____ 
	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
_____	_____	_____
DM Name	Date yyyy-mm-dd	DM Signature