

Ministry

Transportation and Economic Corridors

Describe: Basic Job Details

Position Name (200 character maximum)

Manager, Program Planning

Current Class

Manager (Zone 2)

Job Focus

Operations/Program

Supervisory Level

01 - Yes Supervisory

Organizational Structure

Division, Branch/Unit

Financial Services, Program Planning & Management

Supervisor's Position Name (30 characters)

ED, Program Planning & Managem

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

- Increased responsibility from "contributing" to "leading" of capital plan submission process.
- Added quarterly capital plan reporting to clarify that responsibilities are not only limited to annual capital plan submissions but to portions of the quarterly submissions as well.
- Added responsibility to collaborate with ministry staff on maximizing capital grant revenue opportunities

Responsibilities Removed:

- Reduced forecasting responsibilities, particularly for operating programs:
- Instead of "coordinating monthly forecasts for the branch" this role will "collaborate with the Program Management and Reporting team's monthly forecasting responsibilities pertaining to the capital investment programs" since monthly capital forecasts inform quarterly capital plan reporting to Financial Planning and ultimately to Treasury Board and Finance. Removed responsibility of forecasting of operating programs.
 - Moved operating budget coordination to contributing.

- Instead of "responsible for all aspects of the annual Capital Plan submission" this role is "responsible for the Capital Investment portion of the annual Capital Plan submission." Another division/branch is responsible for the the remaining portion (Capital Grants). This is not a change in responsibility, it is only a clarification in wording that was missed in the previous job description.

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Executive Director of Planning and Program Management, the Manager, Program Planning, leads the department's annual and quarterly capital plan submissions, reporting of disaster response and recovery expenditures and claims, and collaborates with the Program Management and Reporting team's monthly forecasting responsibilities pertaining to the capital investment programs.

This position is responsible for the Capital Investment of the the annual Capital Plan submission, from planning to hand-over to the delivery teams. This position may also be responsible for the Provincial Highway Maintenance and Assessment and Support programs of the the annual operating budget submission and allocation, from planning to hand-over to the delivery teams. This includes consolidating inputs from multiple stakeholders to develop capital plan submission decision documents, which are required for ministry executives, Treasury Board and Finance, and the Deputy Minister Capital Committee.

Responsible for contributing to financial reporting within the branch and division, including monthly forecasts for capital investment programs. Ensure fiscal accountability and transparency of the branch, and develop processes to improve efficiency in all aspects of financial tracking and reporting, including forecasting.

This job is accountable for reconciling disaster recovery financial information and preparing disaster recovery reports for the Ministry of Public Safety and Emergency Services. To be effective, the position must understand the 1GX system, disaster recovery guidelines and the process for claiming funds. This ensures the maximum amount of funding is returned to Transportation and Economic Corridors.

This position develops and maintains collaborative working relationships with other ministry staff, particularly regional staff within the Construction and Maintenance division, Financial Planning and other branches within the Financial Services division, the Infrastructure Program, Planning, Grants and Administration (IPPGA) division, as well as staff from Treasury Board and Finance and the Ministry of Public Safety and Emergency Services.

This position is the direct supervisor for the Senior Investment Planner, Investment Planner, and Program Reporting Analyst.

Responsibilities

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

1. Lead Capital Plan Submission Process

- Engage stakeholders in the capital investment portion of the capital planning process (i.e., project prioritization, Needs Identification, Business Case, capital budget submissions) to identify recommendations and submissions to be brought forward to senior and executive management, Treasury Board and Finance, and Deputy Minister Capital Committee.
- Liaise with stakeholders (e.g., Regional Bridge/Infrastructure/Construction Managers, Technical Standards Branch, Financial Planning, Regional Directors, and other Ministries) to ensure projects and capital documents are comprehensive and address identified program delivery needs.
- Support the development of capital project planning documentation through participation on steering committees providing expertise on the capital planning processes and best practices.
- Work with other branches, divisions and ministry sections and various stakeholder groups to lead the development of decision-making materials and guide through approvals and endorsement.
- Lead the development of recommendations and required documentation for the department's annual capital investment budget process.
- Propose quarterly capital investment re-profiling and re-allocation submissions.
- Advise Financial Planning of in-year capital investment emergent priorities and changes in capital project/program funding needs with recommended solutions.

2. Financial analysis and reporting complies with relevant legislation, policies, guidelines and standards; aligns with the Ministry accountability framework; and supports and enables Ministry representatives to effectively and efficiently implement programs and services in accordance with business plan goals.
- Lead the timely and accurate capital investment reporting (e.g., quarterly Treasury Board and Finance reporting, annual and quarterly stakeholder presentations and annual GOA reports) to senior and executive leaders highlighting the progress of projects and programs, issues, risks, statistics, and related decisions.
 - Collaborates with the Program Management team on monthly capital investment forecast reporting.
 - Manage, research, analyze data and prepare summaries with recommendations for decision-makers on issues with capital investment implications.
 - Collaborates with Financial Planning and Financial Reporting branches to ensure accurate coding actual expenditures towards the appropriate capital investment budgets through maintaining an effective coding structure (e.g., internal orders, cost centers, WBS codes) and providing updated internal order listings for TWE envelope projects that fall under general regional WBS codes.
 - Serve as a subject matter expert contact for the auditors on capital investment related areas such as demonstrating compliance to internal capital budgeting processes. Lead updates to auditor Knowledge of Business (KNOB) documents pertaining to capital investments.
 - Oversee provision of comprehensive financial advice and guidance to business areas and program managers to facilitate the efficient and effective delivery of capital programs and ensure financial accountabilities.
 - Primary contact or liaison between capital plan delivery teams and other branches of Financial Services.
3. Ensures accountability, sound financial management and compliance with financial policies in a manner consistent with the Financial Administration Act, Treasury Board directives, Generally Accepted Accounting Principles (GAAP), and Public Service Accounting (PSAB) standards.
- Provide well-researched, balanced and substantial financial information and expertise to the Ministry business areas and stakeholders.
 - This position models a highly collaborative approach when reaching decisions and achieving outcomes, both within the Ministry and when interacting with senior representatives of other ministries.
 - Considerable leadership, professional judgment, and negotiation skills are required to collaborate with a wide range of management styles.
 - Proactively identifies potential mis-coding between capital investment budgets based on knowledge of government estimate definitions/criteria, voted vs non-voted estimates, and operating versus capital expenditures. This role is not responsible to search for mis-coding or to identify all mis-codings, however the incumbent is expected to possess the knowledge necessary to identify potential mis-codings if/when they are presented during regular tasks.
4. Team operations are planned and managed to deliver outcomes associated with business and operational plans and performance agreements.
- Lead, support and motivate section staff members, involving them in business and operational planning as appropriate and communicating the Ministry and Government goals, priorities, and processes.
 - Plan and direct efficient and effective use of financial and staff resources to support achievement of goals.
 - Direct section activities, including prioritizing responsibilities; identifying and resolving issues; clarifying roles and responsibilities; and overseeing planning, allocation and delivery of programs and initiatives.
 - Recruits, mentors and manages highly skilled, professional staff and supports their participation in learning opportunities, achievement of performance plans, and development of skills and knowledge.
5. Senior Leadership are supported in achieving the mandate and goals of the Division and Branch.
- Provides input and recommendations relating to issues, opportunities, and challenges associated with department programs and functions.
 - Provides advice and consultation relating to issues, opportunities and challenges associated with capital planning submissions.
 - Collaborates with branch and division staff to ensure coordination and integration of functions and services.
 - Establishes and maintains effective working relationships with Ministry and Government representatives,

clients, stakeholders and service providers.

- Serve as acting Director as needed.

6. Review Disaster Recovery Program (DRP) related work to provide reporting to Ministry of Public Safety and Emergency Services. This includes:

- Analysis of 1GX reports for DRP projects.

- Working with Regional staff on details of disasters, ensuring recoverability.

- Adjusting costs to Accounts Receivable from operating expense or capital expenditure codes.

- Preparation of claims and all the detailed backup for submission to PSES.

- Serve as the Ministry liaison with PSES for DRP.

7. Program Management Leadership and Oversight

Support leadership and direction for the Ministry's program management functions, ensuring the Construction Program is supported with accurate information, strong financial controls, and consistent processes. This role ensures effective program administration, in-year oversight, data integrity, and timely program status reporting.

- Support program management activities, including coordination of financial inputs, schedule updates, and data validation to support Investment Programs development.
- Support in-year program oversight, including budget allocations and monitoring expenditures, commitments, variances, and forecasts for both the Capital Investment Programs and some Operating Programs (Assessment & Support and Highway Maintenance).
- Ensure consistent application of program management frameworks, financial standards, and documentation requirements.
- Support the review and approval of Work Activities, Job Costers, Change Requests, and expenditure reconciliations.
- Provide analysis, risk assessments, and recommendations to support executive decisions regarding program adjustments.
- Lead improvements to program management tools, systems, and analytics to enhance forecasting, tracking, and performance measurement.

Problem Solving

Typical problems solved:

The Manager has a broad general frame of reference and works towards functional objectives. There are considerable nebulous, intangible or unstructured aspects, such as identifying and resolving funding and cost pressures. Creativity and new approaches to resolve issues are required as the complexities often involve situations, such as new projects and significant project changes requiring analytical, interpretive, evaluative and/or developmental thinking with few if any recurring precedents.

Examples of more complex problems:

- Capital planning on horizontal infrastructure is dynamic and ever changing with emergent and new priorities. The manager assesses options and provides advice to senior leadership with regards to project risks and opportunities and provides analysis on planning and construction related activities including project scope, budget and schedule. Issues and problems with transportation capital planning can reflect poorly on the Ministry and may lead to difficulties delivering projects and ultimately, service to Albertans.
- Researching and preparing special financial analysis and reports for various stakeholders is required on a frequent basis. The reports and data must be consolidated and presented in a concise, clear and persuasive manner.
- Ensuring the proper research, evaluation and consultation is performed to develop new budgeting and forecasting approaches, processes and systems on a timely and successful basis.
- Identifying cost pressures and the associated cost containment strategies in conjunction with program

and project managers can be complex and unique. New programs and significant program changes can result in significant budget adjustments. The ability to develop and maintain positive working relationships with these staff is essential.

Considerable judgment is required to determine and communicate priorities and direct workload to successfully achieve results. Human resource management is a key challenge given the diversity of functions directed, with the Manager developing and implementing staff development initiatives, recruitment and retention strategies, and succession plans as key tools to ensure that appropriate knowledge and skills are available to meet operational requirements.

Challenge faced by the Manager include:

- The Manager is challenged to achieve results in alignment with broader provincial priorities while maintaining flexibility in programs to adapt to emerging opportunities and issues, and achieve Ministry and stakeholder goals.
- Determining how to collect, analyze and present complex financial information to meet requirements of the program and project managers, taking the perspectives and decision-making objectives of particular audiences or clients into account.
- Directing development, review and continual enhancement of Ministry policies and practices to enhance financial accountability and internal controls, including systems to manage and monitor approved program and project budgets and forecasts.

Types of guidance available for problem solving:

Guidance is available from the Director (no direct reporting line) and Executive Director, and existing GoA legislation, policy and requirements for the programs (e.g., TBF Capital Planning Manual, project plans, communications, internal approval processes and guidelines documents). Matters with potential for significant impact are referred to the Executive Director. The Director and Executive Director also review briefings and recommendations destined for the executive level to ensure assumptions are valid and ministry goals and objectives are properly reflected. When addressing complex issues the Manager is expected to participate in the generation and implementation of solutions.

Direct or indirect impacts of decisions:

This position requires the ability to utilize professional judgment and decision-making skills. The work of this position has a direct impact on Transportation and Economic Corridors' ability to build and implement robust capital plans that develop and maintain infrastructure that supports the transportation of goods, services and people in and out of Alberta. The position provides a financial support service to the ministry in order to ensure compliance with government reporting requirements. The position provides budget and forecasting advice and support to the Ministry. The work of the Manager has a direct impact on the success of the team and shapes the successful achievement of the unit and branch objectives.

Key Relationships

Major stakeholders and purpose of interactions:

Internal to our Ministry

Branch Staff - Manages team operations: provides coaching guidance to staff.

Provides strategic financial advice for the effective resolution of complex issues; interprets financial policies and provide advice on related matters; obtain direction on sensitive or unusual issues

Managers and Directors from throughout the Ministry.

Regular and ongoing contact.

Provide advice on financial reporting and accountability issues; collaborate on initiatives, projects and plans; provide consultation and exchange financial information; ensure capital investment financial reporting and strategic directions are comprehensive and representative of Ministry priorities.

Regional Staff.

Regular and ongoing contact.

The purpose of the interactions is to exchange information and provide advice for decision making and support to senior management concerning financial services including budgetary and forecasting issues. It

also provides advice, recommendation and status updates on capital planning and project implementation; raise awareness of strategic opportunities and significant threats and identify potential solutions; collaborate across divisions on common initiatives; provides capital planning advice to other divisions; support the Director of Program Management's work on broader branch initiatives that connect the team.

Other Ministries

Collaborate on capital plan projects and processes.

Required Education, Experience and Technical Competencies

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

If other, specify:

Related field including business, public administration, engineering etc.

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

Experience in public sector capital planning processes.
Experience with public infrastructure project planning and project management.
Experience with public sector budgeting, forecasting, and other types of financial information. Specific knowledge of the ministry and its business. The Manager requires broad and comprehensive knowledge of accounting and financial management and reporting theories and concepts, including generally accepted accounting principles (GAAP), PSAB, applicable Government and Ministry policies, guidelines and directives, financial control mechanisms and best practices associated with financial accountability, internal controls, continuous improvement and quality assurance and their application in a large government environment with significant automation.

Requires knowledge of the relevant legislation, regulations and Government strategic and policy directions as they relate to the Ministry's mandate and initiatives with respect to addressing capital planning and financial issues. In-depth knowledge of Ministry and Government of Alberta business plan, budget and forecast processes, relevant legislation, regulations, policies (i.e. the Financial Administration Act, Government Accountability Act, Government Organization Act, Fiscal Responsibility Act, Access to Information Act, Treasury Board Directives), and procedures in all aspects of Finance and Administration.

Experience with Ministry business plans, programs, mandates, and initiatives and related financial issues. As well as, experience with strategic, business, operational, fiscal and human resource planning and accountability processes used in the Ministry and Government. Awareness of the political environment within which the Ministry operates and decision-making processes of Government.
Requires a good understanding of financial systems used in a large organization as well as knowledge of business-related software such as 1GX, Excel, Word, etc.

The position requires proven project management and organizational skills with comprehensive knowledge of Government and ministry capital planning policy, processes and documentation. Excellent communication skills, both verbal and written, are required to achieve the necessary results. The incumbent must be able to present various budget scenarios in a concise yet persuasive manner.

The Manager requires significant and demonstrated:

- interpersonal and relationship management skills to consult and negotiate with diverse clients and stakeholders with varying perspectives, expectations, requirements, and priorities and built collaborative working relationships within the Ministry, across Government, and externally with stakeholders and partners
- leadership skills to manage complex capital planning processes, financial reporting, and accountability issues; provide financial advice to diverse and complex programs; and function at the strategic level while simultaneously leading staff members and cross-functional teams involved with specific initiatives and projects
- influencing skills to promote innovation and motivate senior Ministry representatives to accept and adopt new concepts
- conflict resolution skills, including ability to build consensus

- excellent verbal and written communication skills, including ability to develop and deliver presentations to key decision-makers and stakeholders in a concise yet persuasive manner
- strategic, critical thinking, and analytical skills, including ability to analyze variety of inputs and risks and make decisions that are aligned with Ministry and Government business plans
- professional judgment and decision-making skills, including making recommendations involving politically sensitive information
- sound political acumen
- strong attention to detail for accuracy when dealing with large data sources with tight deadlines.
- human resource management skills, including commitment to team building, coaching, and motivating staff members
- organizational and project management skills, including ability to respond to tight time frames and meet schedules of central agencies and various committees
- proven project management and organizational skills as many projects and assignments are established outside the Ministry.

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 	<p>Operations are planned and managed to deliver outcomes associated with business and operational plans and performance agreements.</p> <p>Provides advice and consultation relating to issues, opportunities and challenges associated with capital planning and operating planning, financial reporting, including budgets and forecasts.</p> <p>Collaborates with branch and division staff to ensure coordination and integration of functions and services.</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 	<p>Directs unit activities, including prioritizing responsibilities; identifying and resolving issues; clarifying roles and responsibilities; and overseeing planning, allocation and delivery of program/project and initiatives.</p> <p>Collaborates with branch and division staff to ensure coordination and</p>

		and perspectives to make choices	integration of functions and services.
Drive for Results	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<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 	<p>Identify underlying causes for success or lack of success and take action to ensure future success.</p> <p>Hold self and others accountable for achieving results and agreed upon targets.</p> <p>Identify and act on opportunities to partner with other groups to achieve desired outcomes.</p>
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 • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	<p>Models a highly collaborative approach when reaching decisions and achieving outcomes, both within the Ministry and when interacting with representatives of other Ministries.</p> <p>Considerable leadership, professional judgment, and negotiation skills are required to collaborate with a wide range of management styles.</p>