

Public (when completed)

Common Government

## New

Ministry

Health

## Describe: Basic Job Details

## Position

Position ID

Position Name (30 characters)

Manager, Capital Planning

Requested Class

Manager (Zone 1)

Job Focus

Policy

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

Finance and Capital Planning

☒ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Senior Mgr, Capital Planning

Supervisor's Current Class

Senior Manager (Zone 1)

## Design: Identify Job Duties and Value

## Job Purpose and Organizational Context

Why the job exists:

Alberta Health provides health capital policy direction and capital planning oversight for the development, renovation, and maintenance of facilities and infrastructure needed to support the delivery of publicly funded health programs and services. In order to do so, Alberta Health advances discussions, actions, deliverables and decisions for proposed and approved health capital initiatives and develops priorities and recommendations for strategic capital funding, in consultation with Alberta Infrastructure.

The Capital and Facilities Planning Branch is part of the Finance and Capital Planning Division which provides leadership and guidance on health capital and facilities planning to other divisions in the Ministry of Health, health sector coordinating organizations, Alberta Infrastructure, Treasury Board and Finance, and organizations that deliver publicly funded health programs and services.

Health capital planning representatives review, prepare, recommend and/or provide direction regarding the deliverables necessary to advance health capital initiatives and liaise and/or collaborate with a variety of stakeholders within Alberta's health care system to advance capital planning.

Reporting to the Senior Manager, Capital Planning, the Manager is responsible for coordination, analysis and recommendations regarding a variety of capital planning activities including, but not limited to, needs assessments, business cases, and functional programs. The Manager develops and implements programs to

respond to health system capital needs. In doing so, the Manager will collaborate with other divisions at Alberta Health, stakeholders in Alberta's health care system, Alberta Infrastructure, and other government ministries.

This position performs all work in accordance with relevant Government and Ministry, legislation, policies, and guidelines.

## Responsibilities

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

1. Manage capital programs and participate in collaborative management of capital projects.
  - Represent Alberta Health in capital project and program committees and ensure alignment with Alberta Health direction, policies, priorities and goals.
  - Coordination, comprehensive review, analysis and recommendations regarding a variety of capital planning activities including, but not limited to, needs assessments, business cases, and functional programs.
  - Collaborate and maintain effective relationships with other divisions at Alberta Health, stakeholders in Alberta's health care system, Alberta Infrastructure, and other government ministries.
  - Identify and remove barriers to facilitate the advancement of capital projects.
  - Manage grants and contracts that support capital projects, programs and initiatives.
2. Develop, evaluate, and/or maintain the policies, guidelines, and practices, necessary to advance health capital and facilities planning.
  - Develop proposals to support the Ministry's submission into government's annual preparation of the Capital Plan.
  - Support in-year quarterly submissions and updates, when necessary.
  - Support reviews of the capital planning, policies, processes and structures.
  - Lead or support Ministry and Divisional strategies and activities to advance the decision making for health facilities planning.
3. Lead or support special initiatives.
  - Develop proposals for capital programs and initiatives to address emerging needs.
  - Participate in capital planning committees and working groups to support collaborative planning processes.
  - Anticipate challenges and opportunities and identify potential solutions.
4. Support the business processes of the unit.
  - Prepare responses to inquiries or requests originating from the Minister, Executive Team, Executive Director, Senior Manager, other government departments, key stakeholders in Alberta's health care system, the public and public officials.
  - Brief the Senior Manager on potential and emerging issues and develops recommendations to address them.
  - Maintain appropriate records of project/program activities and decisions and provide regular updates on progress.
  - Contribute to a positive work culture in the Branch.
  - Act for the Senior Manager, as required.

## Problem Solving

Typical problems solved:

The nature of the problems, issues, and situation encounter will vary considerably and may be new to GoA of Alberta Health and result from emerging societal or health trends. The problem solving will need to be considerate of the political context and mindful of the public response. Therefore, this requires a high degree of coordination, collaboration, and negotiation within the Ministry of Health and with key stakeholders within Alberta's Health System to ensure each strategy and activity meets the needs of GoA. Two key examples of this include:

Capital Plan - providing sufficient management direction for what infrastructure development is appropriate requires a degree planning for the future. This may require determining priorities of capital funding and health facilities, initiating or implementing new capital programs to align with health care strategies, objectives, and outcomes stated in the Ministry business plan, and ensuring capital funding

strategies are reasonable, viable, and sustainable.

Capital Planning - developing and supporting capital planning deliverables in response to evolving health needs requires a degree of understanding of health system governance, operations and service delivery. This may require determining where health programs and services should be located, the scope of health programs and services to be provided, who should provide them, identifying funding strategies, as well identifying solutions which may be different to how health services are provided in a specific local geographical area.

The Manager must understand complex relationships and facilitate decision-making processes involving senior representatives and officials of client and stakeholder organizations, the government and Ministry. This position is relied on to recognize the occasionally conflicting perspectives, requirements and priorities of clients, stakeholders and government and Ministry representatives during the development of required capital planning deliverables such as needs assessments, business cases (or equivalents), functional programs or other documents. The Manager is responsible for negotiating issues and recommending proposed solutions for conflicts which could arise regarding health program and services planned as part of a proposed health capital project.

Types of guidance available for problem solving:

This position functions within the context of policies, procedures, statutes, directives and guidelines developed by Treasury Board, Cabinet, Alberta Health and other ministries. The manager functions within the context of agreements and expectations between Alberta Infrastructure and Alberta Health. Key pieces of legislation include Alberta Health Act, Financial Administration Act, Government Organization Act, Public Service Act, Government Accountability Act, Freedom of Information and Protection of Privacy. It should be expected that legislative and governance changes could be implemented from time to time and the Manager shall adapt process and expectations accordingly.

The Manager works closely with the Senior Manager to provide input to complex decisions. The Senior Manager assigns accountabilities and is available for consultation and guidance as necessary. The Manager also received direction from the Executive Director, and other senior Ministry representatives.

Direct or indirect impacts of decisions:

This position must deal with a wide range of issues that typically have large scope, impact, and/or complexity.

Recommendations made by this position can impact multi-million dollar capital funding decisions and may have a significant impact on the governance, operational funding, and outcomes of Alberta's health care system.

This position plays a significant role in managing relationships with partners and key stakeholders and working collaboratively to solve complex problems.

## Key Relationships

Major stakeholders and purpose of interactions:

### INTERNAL

Senior Manager, Capital Planning - daily

- Reports to and receives direction.
- Provides information and advice on policy, project and program issues and capital planning deliverables (needs assessments, business cases, etc.) and coordinates issue resolution.

Executive Director - regularly

- Provides expertise and updates on health capital planning activities including project updates, policy development, and progress on required capital planning deliverables.

Capital Planning Analysts - regularly

- Information sharing and collaboration on issues and initiatives.

Other program areas in the Ministry of Health - regularly

- Provides and/or obtains information and advice on policy matters and correspondence.

Executive Team, Deputy Minister, Minister, or designates - as required

- Draft correspondences and briefings and provide/confirm information.
- Provide advice and recommendations.

Alberta Infrastructure staff - daily/weekly

- Provide direction.
- Exchange information.
- Support, consult and/or inform as per capital planning policies and procedures.

Other ministries - as required

- Exchange information other ministries (in particular Treasury Board and Finance; Seniors, Community and Social Services; Advance Education).
- Collaborate as necessary to develop systems, standards, policies, or practices in support of Ministry capital planning or funding.

## EXTERNAL

Alberta Health Services - daily/weekly

- Provide direction.
- Exchange information.
- Manage grants.
- Support, consult and/or inform as per capital planning policies and procedures.

Consultants - regularly

- Exchange information in the development of business cases or design as required.

Committees/Working Groups - weekly/monthly

- Lead, or support a wide variety of health project specific and planning process committees and working groups.
- Participate in or support a variety of meetings related health planning and health initiatives.
- Participate in or support meetings related to government operations.

Public - as required

- Provide accurate information on a timely basis.

Other stakeholders in the health system - as required

Provide accurate information on a timely basis.

## 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, policy, business, engineering, architecture or, health/public administration, or related field

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

- Knowledge of Ministry Business Plan, strategic priorities and capital planning policies and processes.
- Familiarity with relevant legislation.
- Communication skills (verbal and written) to effectively represent the Ministry and communicate issues, opportunities and recommendations.

- Demonstrated experience in strategic and critical thinking.
- Demonstrated experience developing and implementing creative and innovative approaches to solve complex problems.
- Interpersonal, collaboration, leadership, influencing and negotiation skills to facilitate conflict resolution, manage competing priorities and interests, and develop and maintain relationships with stakeholders and partners.
- Political acumen, professional judgment, and decision-making skills.
- Project and program development and management skills.
- Research, analytical and information synthesis skills.
- Grant and/or contract management experience.

### 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"> <li>• Takes holistic long-term view of challenges and opportunities</li> <li>• Anticipates outcomes and potential impacts, seeks stakeholder perspectives</li> <li>• Works towards actions and plans aligned with APS values</li> <li>• Works with others to identify areas for collaboration</li> </ul>	
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Works in open teams to share ideas and process issues:</p> <ul style="list-style-type: none"> <li>• Uses wide range of techniques to break down problems</li> <li>• Allows others to think creatively and voice ideas</li> <li>• Brings the right people together to solve issues</li> <li>• Identifies new solutions for the organization</li> </ul>	
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"> <li>• Uses variety of resources to monitor own performance standards</li> <li>• Acknowledges even indirect responsibility</li> <li>• Commits to what is good for Albertans even if not immediately accepted</li> </ul>	

		<ul style="list-style-type: none"> <li>• Reaches goals consistent with APS direction</li> </ul>	
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"> <li>• Identifies alternative approaches and supports others to do the same</li> <li>• Proactively explains impact of changes</li> <li>• Anticipates and mitigates emotions of others</li> <li>• Anticipates obstacles and stays focused on goals</li> <li>• Makes decisions and takes action in uncertain situations and creates a backup plan</li> </ul>	

### Benchmarks

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

No relevant benchmarks available.