

New

Ministry

Service Alberta and Red Tape Reduction

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Property & Space 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 Sr Property & Space Planner, the Property & Space Planner is responsible for all space and accommodation needs for Service Alberta and Red Tape Reduction (SARTR) and Technology and Innovation (TI). The position provides support of space and accommodations services throughout the ministries. This position is responsible for supporting the development for both ministries short and long term space and accommodation plans (Accommodation and Facilities Improvements). The incumbent will be required to develop and oversee the professional delivery of space and accommodation projects and to ensure the needs of the ministry are being achieved.

Key areas of responsibility will be supporting division's priorities, such, workforce planning, diversity and inclusion, service delivery, resource planning, and divisional policy related to accommodations. The position provides leadership for developing and working with divisions and department on implementing innovative strategies and policy frameworks to ensure SARTR and TI have what they need to provide a professional public service that is skilled, engaged and delivers the programs and services Albertans expect.

Strategic and systems thinking and collaboration and partnership with all levels of staff and stakeholders is important for coordinating and integrating planning and policy work across Government to achieve key outcomes. A strong understanding of department initiatives and interdependencies is required as the Property & Space Planner represents the division and department in various committees and project teams.

The Property & Space Planner will also contribute to strategic advice on key policy issues that would impact the division. The role also requires a broad perspective to identify emerging and future policy directions, assess options and implications, and develop innovative and creative solutions to respond to challenges and opportunities. The position will work on multiple and complex issues in an environment where priorities can shift and the work will support high level decision-making with a very high impact on the ministry and the Alberta Public Service overall. The position must be able to interpret and apply Treasury Board directives and Infrastructure policies and procedures.

Responsibilities

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

1. Develop and Manage Ministry corporate administrative policies and procedures; GOA Administrative policy and procedural directives are implemented and supported.

Activities:

- Develop and implement ministry policy and procedure's for the management of parking spaces for the ministry and the allocation of these across the province, according to business need and Treasury Board directives
- Resolve complex and sensitive issues that arise with parking and ensure that SA allocation of parking stalls are assigned in a fair manner, in line with applicable legislation, regulations and GOA Policy.
- Manage ministry-Declaring Officers and maintains oversight of ministry Surplus Agents to ensure effective and consistent surplus activities in the ministry. Develops and maintains ministry procedures for recycle and surplus activities in alignment with Service Alberta, Infrastructure and GOA policy and directives.
- Act as lead for the ministry on cross-ministry committees related to administrative policies and procedures.

2. Ministry short and long term accommodation planning, strategizing, budgeting and delivery of accommodation services; consideration to relevant policies, standards and guidelines.

a) Consult with internal clients and external stakeholders to collect and disseminate information related to accommodation issues/needs as a result of growth, program changes, health and safety concerns etc. in support of program area and ministry business plan goals and objectives in order to ensure programs are accommodated effectively.

Activities:

- Provide information, design solutions and recommendations to stakeholders regarding program area needs.
- Provide background; analyze each solution/recommendation and rationale/justifications supporting the desired solutions
- Initiate, coordinate and chair regular interactions (meetings, site visits) with external and internal stakeholders to discuss and resolve accommodation requests and issues
- Review and provide feedback on existing and proposed ministry programs/areas, ministry business plans, policies, processes, standards and procedures impacting accommodations
- Conduct inspections in various buildings throughout the province to ensure program delivery space is well utilized and functional as well as develop/initiate solutions to address problems encountered on site
- Identify the need for and initiate development of new and/or revised policy, standards and processes.
- Provide feedback to external stakeholders.

b) Develop and coordinate the implementation of innovative accommodation solutions in support of client and corporate business plan objectives. Maximize limited budgets and steward the effective use of government owned and leased space in a cost effective manner while achieving optimum operational requirements.

Activities:

- Identify potential opportunities to reduce GOA costs associated with accommodations through lease terminations, elimination of underutilized space, or creation of new partnerships between program areas to ensure more effective use of space and resources.

- Review/analyze program requests/submissions on an ongoing basis in order to address essential program needs while eliminating requests for unnecessary work or work that does not fall within acceptable Ministry standards.
- Determine the feasibility of proposed accommodation solutions by soliciting information and technical advice from other stakeholders.
- Negotiate/mediate to obtain consensus from stakeholders to support proposed accommodation solutions through resolution of conflicting needs and accommodation requirements from other divisions or Ministries.
- Research/prepare information for briefings and correspondence up to the Ministerial level in order to address accommodation issues.
- Engage divisions in managing accommodations which will enhance and improve decision making surrounding the implementation of the new Government Accommodation Review (GAR) guidelines.
- Responsible and accountable in developing projects in accordance to the approved GAR guidelines while ensuring proposed plan/design will improve staff development and staff retention.

c) Conduct cost benefit analysis of accommodation requests and solutions to determine budget implications and identify funding resources available within client/corporate budget limitations in order to expedite successful project implementation.

Activities:

- Responsible and accountable in developing projects in accordance to the approved GAR guidelines while ensuring proposed plan/design will improve staff development and staff retention.
- Determine the scope of work required to satisfy an accommodation request (design, construction, moving, etc.)
- Identify furniture and equipment requirements for program areas; submit furniture WORTS on their behalf and work with Infrastructure to ensure that the current process for furniture acquisition continues to follow applicable guidelines/mandates.
- Develop/coordinate preliminary total project cost budget estimates through use of cost quantifiers, in consultation with stakeholders (program managers, technical resources, and cost control personnel)
- Participate in development of the annual accommodation budget through costing of budget requests and reviewing the priorities of all submitted budget requests.

d) Initiate the implementation of accommodation projects by providing detailed verbal and written instructions to various stakeholders that facilitate the involvement of necessary resources. Implementation must follow approved Ministry guidelines, procedures and signing authorities to ensure that specific program needs are addressed through a project's approved scope of work and budget.

Activities:

- Prepare project documentation to identify approved scope and timing of work, provide detailed instructions to internal stakeholders (project management, and inventory) and obtain the program area's formal approval of the proposed accommodation solution/project.
- Working in conjunction with other ministries having jurisdiction and, in some instances, independently, the incumbent will oversee vendors and consultants to ensure the successful delivery of approved projects which will achieve the Ministry's requirements.

- Facilitate problem resolution due to unforeseen changes in client/corporate requirements that impact the approved scope of work by consulting with stakeholders to resolve issues and revise the scope to meet the new requirements.

3. Support the Sr. Property and Space Planner and Manager in supporting and achieving the mandate and goals of the branch.

Activities:

- Provide consultation and recommendations for issues, opportunities and challenges associated with accommodations, including active contribution to business planning, and reporting activities.
- Manage preparation of any action request responses, ministerial briefings, background documents, correspondence, and recommendations for corporate accommodation issues for consideration by Senior ministry and Government representatives and officials.
- Establish and maintain positive relationships with ministry and government representatives, consultants, contractors, and stakeholders.
- Represents Service Alberta on Division, Ministry, Cross-Government and external working groups and committees with diverse mandates and responsibilities.
- Provide support for the development and implementation of the Division Business and Operational Plans.

4. Facilities (Property Management)

Represent the Ministry to ensure that facilities occupied by ministry staff are maintained to meet the operational requirement of the ministries program.

Activities:

- Review and plan projects for ministry staff located in various locations requiring tenant services such as electrical/data/phone installation or relocation, installation/move of office accessories or furniture, minor construction and staff moves. Utilizing Work Order Request Tracking Systems (WORTS) or other building work order systems.
- Point of contact for ministry staff located in various locations to process maintenance calls, identify and resolve repeat problems and main contact for global distributions.
- Identify and coordinate the resolution of facility issues such as janitorial, health and safety, heating and air conditioning, security, parking, and minor improvements identified in consultation with individual staff, Alberta Infrastructure and building management.

5. Furniture Requirements & Deployment:

Consult with program areas to advise on process for acquiring furniture. Facilitate projects that include furniture selections, acquisitions, installations as a part of an accommodations project.

Activities:

- Consult with program areas and Alberta Infrastructure regarding the purchasing of new furniture or accessing furniture through the GOA furniture recycle and surplus sales program.
- Provide project management services to program areas with large furniture purchases combined with renovations/electrical/data/telecom work involved.

- Ensure ministry is adhering to standards and guidelines set up by Alberta Infrastructure and Procurement.

Problem Solving

Typical problems solved:

Ministry short- and long-term strategic space and accommodation planning, budgeting and delivery of space and accommodation services.

Types of guidance available for problem solving:

In projects involving large project accommodations, this position applies initiative, technical, leadership, organizational and interpersonal skills to ensure that program requirements are met in a timely and cost-effective manner.

The Property & Space Planner supports solutions and mitigates conflicting perspectives to resolve challenges associated with the use of facilities by multiple divisions and to maximize utilization of SARTR and TI space, including recommendations on lease renewal options.

The incumbent supports an accommodation planning team for SARTR and TI in excess of 2600 staff located in all areas across the province and nearly every GOA facility throughout Alberta. This position is responsible for developing and maintaining all accommodation policies and procedures, in adherence with GOA Directives, Infrastructure policies and procedures, SARTR and TI requirements, mandates and policies.

Direct or indirect impacts of decisions:

Failure to provide adequate space and support services could lead to Occupational Health and Safety issues due to inefficient and ineffective work conditions. It is therefore essential that any such issues are presented and communicated appropriately so that satisfactory solutions can be found.

Due to limited budgets, accommodation projects will need to be prioritized according to their perceived urgency. The incumbent must be able to recommend priorities based on multiple and often complex factors/circumstances.

Key Relationships

Major stakeholders and purpose of interactions:

Internal Daily - Division senior and middle management; reporting staff:

- Incumbent will interact with most divisions and extract information pertaining to their accommodation and facility needs as well as being a branch representative.
- Develop new and update policies and procedures, communicate changes, manage inquiries.
- Develop, coordinate/prioritize and update project lists/details to meet existing and emerging requirements.
- Submit ministry policy and process change recommendations and requests for decision.
- Report on project status and budget and collaborate on ranking of projects.

Internal Daily - Clients/Local Line Area:

- Assess requirements; determine project scope, schedule and budget. Provide direction and recommendations based on process and policies/directives.

Monthly - Administrative Sub-Committees:

- This position may be responsible to sit on sub-committees as the ministry lead for Accommodation policies.

External Daily - Infrastructure:

- As part of the project team, the incumbent will interact with Infrastructure to plan and implement accommodation projects to meet the ministry needs.
- Will communicate with and represent SARTR and TI in their capital accommodations and facility needs for planning and delivery purposes.
- Define, review and approve designs (construction and furniture floor plans) for new space and amend/renovated space.
- Monitor effectiveness of services received and resolve issues.

External (On an ad hoc basis throughout the year) - Vendors/Consultants:

- Consult with Vendors/Consultants as required for various projects/exercises/studies that may be internal to SARTR and TI or as a primary client contact for various accommodations projects.
- Oversee contractors in delivering specific construction/renovation outcomes.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Certificate (1 year)	Other		Project Mgmt

If other, specify:

Project Leadership Certificate Courses

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

4 years applied Job Experience, proficient in all forms of Microsoft Office and AUTOCAD design software, NAIT: PMGT101 - Project Management Essentials certification & PMGT102 - Productivity and Continuous Improvement certification

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"/>	Takes a long-term view towards organization's objectives and how to achieve them: <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	Ministry operations rely on appropriate space and related support services to carry out program functions and legislated responsibilities. The Property & Space Planner conceptualizes various complex, integrated accommodation needs and evaluates these against available resources and capacity. The Property & Space Planner supports division's policy capacity and coordination by assisting in the provision of knowledge and expertise on policy development, best practices and supporting a

			coordinated approach to the division's policy, legislative and priority initiatives. The position is guided by policy development principles which include collaboration, cross-divisional approaches, consistency, flexibility, strategic thinking, and capacity building.
Creative Problem Solving	○ ○ ○ ● ○	<p>Works in open teams to share ideas and process issues:</p> <ul style="list-style-type: none"> • Uses wide range of techniques to break down problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization 	<p>The Property & Space Planner requires extensive knowledge of facility planning and operations, design and construction processes and standards and documentation requirements of Infrastructure.</p> <p>Knowledge of project management techniques and methodologies are helpful to ensure projects are running smoothly from conception through design, tendering and construction.</p> <p>A thorough understanding of decision making processes used within Infrastructure is also necessary as it is sensitivity to the political environment in which projects can and will move forward.</p>
Agility	○ ○ ● ○ ○	<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 	<p>In the negotiation role, the Property & Space Planner must be able to synthesize complex issues into a win-win solution/option which meets the strategic direction of the Division or ministry as a whole.</p> <p>The Property & Space Planner provides leadership in the securing of sufficient, functional space,</p>

		<p>goals</p> <ul style="list-style-type: none"> • Makes decisions and takes action in uncertain situations and creates a backup plan 	<p>representing and advocating for the Ministry and its program needs with representatives of Infrastructure.</p> <p>The Property & Space Planner must be able to manage the diverse priorities of the ministry, communicating clearly to resolve issues. This position must have strong decision-making abilities and demonstrated negotiation skills to resolve issues relating to design, space, delays and funding. In addition, the Property & Space Planner is required to communicate and build collaborative working relationships with clients.</p>
Develop Networks	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Makes working with a wide range of parties an imperative:</p> <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are represented • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood 	<p>Collaboration and partnership with all levels of staff and stakeholders is important for coordinating and integrating planning and policy work across Government to achieve key outcomes.</p> <p>A strong understanding of department initiatives and interdependencies is required as the Property & Space Planner represents the division and department in various committees and project teams.</p>

Benchmarks

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