

Capital Planner Program Services 4

Alberta Environment and Parks, Edmonton. We support Albertans in being proud stewards of air, land, water, and biodiversity by leading the work required for the desired environmental outcomes and sustainable development of natural resources.

For more information about the Ministry of Environment and Parks, please visit our website at: <http://aep.alberta.ca/>

This position is responsible for working with Divisional representatives to provide guidance, expertise, and consultation in the development of a long range capital plan for the Ministry of Environment and Parks. This position will develop capital project submissions for new project requests and will develop reports and studies for executive decision makers. The incumbent proactively collaborates with representatives to understand current and future programming needs of the Ministry and facilitates a collaborative approach to determining solutions.

Specific Responsibilities Include:

- Facilitating strategic planning to develop and maintain a long term capital strategy for Alberta Environment and Parks
- Build and sustain strong working relationship with divisional representatives to gain a better understanding of their challenges and needs
- Provide guidance to the Ministry's Divisions to help them consider multiple solutions for investment needs
- Foster a long-term strategic view for developing options for buildings and land requirements
- Provide capital plan expertise in researching, analyzing and preparing recommendations for decision-makers
- Work with divisional representatives to ensure that requirements of the capital plan submissions are completed as part of the strategic planning process

Salary: \$2,775.64 to \$3,638.48 bi-weekly (\$72,444 to \$94,964 annually) Closing Date: June 5, 2017. Job ID # 1042391.

Qualifications:

At minimum, this role requires:

- A university degree in architecture, planning, or engineering
- 4 years experience in capital planning, accommodation planning, urban planning, or other relevant planning experience
- Demonstrated knowledge of the provincial parks system, public lands, and water management infrastructure

- Knowledge of capital planning policies and procedures across government
- Awareness of applicable legislation, regulations, and guidelines (e.g., Public Works Act, Public Lands Act, Parks Act, Financial Administration Act, Government Organization Act, OH&S Act, Alberta Building Code)

Assets to the role include:

- Additional relevant education or experience, including related Capital Planning and Infrastructure experience
- Knowledge of Government of Alberta policy development processes

Competencies are behaviors that are essential to reach our goals in serving Albertans. We encourage you to have an in depth understanding of the competencies that are required for this opportunity and to be prepared to demonstrate them during the recruitment process. The links below will assist you with understanding competencies:
<http://www.psc.alberta.ca/Practitioners/?file=learning/apscompetencies/titlepage&cf=9>
<http://www.chr.alberta.ca/learning/apscompetencies/apscomp-self-assessment-questionnaire.pdf>

Drive for Results - Works to remove barriers to outcomes and achieve tangible results in the area of strategy and planning. Forecasts and proactively addresses project challenges.

Build Collaborative Environments - Collaborates across functional areas to build ongoing relationships with Regional and Ministry staff.

Systems Thinking - Integrates broader context into planning; plans for how current situations affect broader trends in the context of Parks Capital Planning.

This is a three-year temporary employment opportunity. This position may be used to fill future vacancies across the Government of Alberta, at equal or lower classification and salary.

What we offer:

- Comprehensive benefits plan: <http://www.chr.alberta.ca/Employees/DocList122.cfm>
- Pension plan:
http://www.pspp.ca/members/publications/PSPP_Member_Handbook.pdf
- Health Spending Account:
<http://www.chr.alberta.ca/Practitioners/?file=benefits/healthspendingacct/overview&cf=2>
- Leadership and mentorship programs
- Professional learning and development
- Positive workplace culture and work-life balance

Online applications are preferred at www.jobs.alberta.ca. Applicants are advised to provide information that clearly and concisely demonstrates how their qualifications meet the advertised requirements, including education, experience and relevant examples of required competencies.

Note: As only one file can be uploaded, please ensure your cover letter, resume and any other related documents are submitted in one file. Please ensure that this document is saved using the naming convention of your first then last (Joe_Smith). Applicants who apply online will be able to track the status of this competition.

If you are unable to apply online, please submit your cover letter and resume, quoting the Job ID, to: Mark White, Environment and Parks, Human Resources, 4th Floor, Petroleum Plaza, South Tower, 9915-108 Street, Edmonton, AB, T5K 2G8. Fax: (780) 427-2513.

It is recommended that applicants who have obtained educational credentials from outside of Canada and have not had them previously assessed, obtain an evaluation of their credentials from the International Qualifications Assessment Service (IQAS) - <http://work.alberta.ca/iqas> It is recommended that applicants include the assessment certificate from IQAS or any other educational assessment service as part of their application.

Please see the attached position description for a detailed list of the job responsibilities:

<https://www.jobs.alberta.ca/pprofile/pp1042391.htm>

We thank all applicants for their interest. All applications will be reviewed to determine which candidates' qualifications most closely match the advertised requirements. Only individuals selected for interviews will be contacted.

If you require any further information on this job posting, please contact Mark White at (780) 644-8831. If this competition is closed as per the closing date noted above, please continue to check <http://www.jobs.alberta.ca> for a listing of current career opportunities with the Government of Alberta.

www.jobs.alberta.ca