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The City work for you.



## Program Planner

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

As the Program Planner you will be responsible for the pre-design phase of a project which includes managing and leading staff and consultants as well as coordinating funds and the time required for the planning and programming of City of Calgary facilities. This position identifies and sets project priorities and ensures that client business units, partners and the corporation are moving toward common goals and outcomes. Numerous resource people, including staff and consultants report to the Program Planner. The position may be assigned 3 to 8 projects at any given time. Upon assignment of capital planning projects, this position is responsible for the ongoing management from inception to completion of the pre-design phase which may include complex site analysis, programming, operational model negotiation, funding approaches, site visioning, strategic phasing construction cost analysis and value engineering. Primary duties include:

- Complete partner engagement, site/space analysis, space programming, concept development, construction cost analysis and value engineering.
- Lead and develop processes to analyze space requirements, constraints and opportunities of a proposed site/space and the cost versus budget.
- Present, facilitate and lead process improvements to improve facility/site performance.
- Identify and set project priorities and ensure that client business units, partners and the corporation are moving towards common goals and outcomes.
- Track industry and competitive trends, scenario/opportunity analysis, identify business threats, look for innovative strategic solutions, and develop creative action plans and key performance metrics.
- Work collaboratively, creatively, and analytically with senior management and both internal and external partners to define project scope, goals, and requirements that support business goals.
- Identify, prioritize, and authorize all capital projects or programs for a portfolio of facilities.

### Qualifications

- A completed 2 year diploma in Engineering, Architecture, Interior design, Urban planning, Planning or related field with at least 8 years of experience; OR
- A degree in a related field such as Engineering, Architecture, Interior design, Urban planning, Planning or related field with at least 5 years of experience.
- Registration or eligibility for registration with the applicable professional association is required.
- Experience with Workplace Planning in Program Planning/Facility Planning (portfolio planning, strategic planning, and/or medium to long term corporate portfolio planning).
- Knowledge and experience in facility planning and an understanding of Facility Management and corporate policy.
- Intermediate proficiency in Integrated Workplace Management Systems (IWMS) and Computer Aided Design (CAD) and Building Information Modeling (BIM) software such as Autodesk Revit and working knowledge of facility management software (e.g. ARCHIBUS) is an asset.
- Experience in preparing and presenting management level reports is an asset.
- Negotiation and mediation experience is an asset.
- You have exceptional communication skills with the ability to manage complex and high-volume projects, along with varied partners, staff and processes with specific objectives and often competing priorities.
- Success in this position requires strong project management, leadership, and facilitation skills.

### Pre-employment Requirements

- Successful applicants must provide proof of qualifications.

Union: CUPE Local 38

Position Type: 1 Permanent, 1 Temporary (up to 9 months)

Compensation: Pay Grade 12 \$44.20 - \$59.09 per hour

Hours of work: Standard 35 hour work week

Audience: Internal/External

Business Unit: Facility Management

Location: 800 Macleod Trail SE

Days of Work: This position works a 5 day work week with 1 day off in a 3 week cycle.

Apply By: October 4, 2023

Job ID #: 308216

Apply online at [www.calgary.ca/careers](http://www.calgary.ca/careers)