



## IDENTIFICATION

Department	Position Title	
Infrastructure	Senior Planner, Highways and Marine	
Position Number(s)	Community	Division/Region(s)
33-0007	Yellowknife	Transportation/HQ

## PURPOSE OF THE POSITION

The Senior Planner, Highway and Marine is responsible for taking the lead role in the development of the Division's various plans for the permitting, construction, rehabilitation, maintenance, research and monitoring for the wide range of programs for the highway system, bridges and marine infrastructure within the NWT. These plans would include: the strategic life cycle plan for Highways and Marine; the 20 year needs plans: the yearly capital plan; the small capital plan; the 3 and 5 year maintenance plans; the engineering research and monitoring plans; and the infrastructure monitoring plans.

## SCOPE

The position is located in Yellowknife and reports to the Director, Transportation. The Senior Planner, Highway and Marine (Senior Planner) analyzes proposed planning alternatives and evaluates their impacts on department objectives.

The Department of Infrastructure is highly decentralized in the delivery of its programs and services and is responsible for territory-wide government programs such as the operation and maintenance of public buildings and transportation infrastructure and systems, project management, facilities planning, design and technical support services, environmental assessment and remediation, property management, procurement shared services, information technology, information management, disposal of surplus property and goods motor vehicle and mechanical/electrical regulatory services and fleet management.

The Department is also responsible for programming aimed at increasing the use of domestic energy resources and reducing energy costs in the NWT (Northwest Territories), delivering renewable energy solutions, providing energy supply services to non-market communities, and leading efforts in energy conservation and efficiency.

On behalf of the GNWT, the Department of Infrastructure also carries the responsibility for strategic planning for the GNWT's (Government of the Northwest Territories) long term investment in the development of public transportation and energy production and distribution systems for the Northwest Territories, as well as the continuity of marine transportation services for the provision of fuel and dry goods to northern destinations.

The Senior Planner leads various cross-Divisional and external task groups in the development, monitoring and updating of the different program standards, procedures, techniques, and performance measures. This position leads the review and analysis of possible alternatives and optimal life cycle management for all Divisional assets. This position monitors worldwide developments in programming, project delivery, risk management and training coordination. The Senior Planner provides recommendations on how to apply best practices in order to meet the needs of the GNWT with respect to the territorial highway/marine infrastructure system to ensure long term value for highway and ferry users. This position monitors and provides regular and detailed updates on the progress of all major projects.

The Senior Planner analyzes and provides recommendations to senior management on anticipated future program funding needs. This position represents the Division on cross departmental task forces, projects or working groups related to capital programming and project management initiatives.

The incumbent, working in conjunction with the Division's managers, the Regions and project officers across the NWT, assists in reconciling the complex, often conflicting, pressures from different work activities (bridge versus highway maintenance versus new construction) and different regional and external stakeholder priorities. The Senior Planner is expected to integrate quantitative technical data and information with qualitative socio-economic requirements to provide practical advice and recommendations to senior management.

The Senior Planner will also ensure the overall Highway and Marine plan is effectively implemented. There are approximately 80 active projects to be managed/tracked at any given time ranging from consulting agreements valued at \$100k to major construction contracts valued at \$300 million-\$700 million. The position is responsible for developing both long and short range capital and O&M projects worth \$1 million-\$2.5 billion to ensure the Division achieves the mandate.

The incumbent will also act as an expert resource and training coordinator in the planning process and will develop best practices for the HQ, all Managers and Project Officers responsible for project delivery.

## **RESPONSIBILITIES**

- 1. Recommends the optimal set of projects for the Division's various construction, rehabilitation, maintenance and related programs that ensures the long term value to the NWT is maximized subject to various constraints, network objectives and standards.**

- Leads the cross Divisional task group on reviewing the various asset management reports to determine short and long term needs
  - Establish project prioritization and ranking criteria based on department standards and performance measures.
  - Ensure quality and accuracy of project data used in the prioritization processes.
  - Analyzes all program alternatives using differing standards and funding scenarios and report program impacts on department goals and objectives.
  - Prepare recommendations and reports for senior executive and ultimately DM/Ministerial approval.
- 2. Develops, prepares and maintains the 1,3, 5,10, 20 year needs assessments plans and the life cycle management plan for all Divisional assets and corresponding plans for highway and marine development, maintenance, construction and reconstruction.**
- Produces the required plans to meet the Divisions needs
  - Visits and inspects all the assets to ensure accuracy of the reports.
  - Establishes a project or multiple projects to meet department needs, including costs estimates, staging, timing, and other requirements.
  - Determine territory-wide project priority in accordance with department goals and objectives.
  - Develops detailed plans based on various funding envelopes and verify plans with internal stakeholders.
  - Maintain and update detailed project records and reports.
  - Develop best practices for project planning and risk management.
  - Develops training packages and delivers any training required to ensure senior staff, managers and project officers are at the leading edge with respect to project planning and project monitoring.
- 3. Fiscal management of the annual programs under the control of the Division to ensure the best use of funds available in any given fiscal year.**
- Ensure project expenditures and forecasts are reported at the program level in a timely and accurate manner.
  - Analyze and forecast trends to identify risks and potential issues related to program over and under expenditure. Report findings to Manager/Section Head and propose solutions and possible corrective actions.
  - Analyze each project's forecasting performance against established benchmarks and report for inclusion in the assessment.
- 4. Manages information and provides details on planning and project delivery status in Highways and Marine Service for Departmental use.**
- Develops and coordinates the preparation and ensures the accuracy of all briefings, briefing notes, reports and correspondence for the DM/Minister and the senior executive.
  - Assists in the preparation of policy and budget strategies based on surface network system needs, program evaluation and department objectives.

- Prepares funding approval correspondence from the Director to external stakeholders and regions.
- Represents the Division and the Director at meetings with external stakeholders and the regions regarding construction, reconstruction, maintenance and related programs.
- Assists in the planning and execution of all consultations with stakeholders to assist in the delivery of the projects and acts as a key resource for the Division for all planning cycles.
- Acts as the main coordinator for professional development training within the Division.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual demands.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

No unusual demands.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- In-depth understanding of project management as related to civil construction and the planning and programming theory and analysis including economic life cycle cost analysis, mathematical optimization techniques, probability and risk analysis and prediction models and the ability to apply these theories to transportation infrastructure and adapt them to NWT conditions.
- Ability to identify, define and evaluate the impact of different program options within given constraints for both program development and program fiscal management.
- Proven knowledge of the territorial highway and marine network, the general behavior of highway and bridge structures over time under differing environmental, loading, geographic conditions, as well as the various construction techniques.
- Proven understanding of the impact of economic development and evolving public policy on highway infrastructure demands.
- Proven knowledge of risk management, risk assessment, best practices and industry standards for successful asset management.
- Proven ability to lead and be an effective member of a diverse team of technical and administrative experts.
- Proven ability to effectively manage a training program for the staff.

- Proven effective verbal and written communication skills with the ability to influence and persuade both technical experts and external stakeholders and the ability to interpret/present results in a manner that is easily understood by non-experts.
- Understanding of contracts and project management phases and reporting techniques on project status to include budget and schedules.
- Working knowledge of the use of computer decision support systems.

**Typically, the above qualifications would be attained by:**

- A bachelor or master's degree in civil engineering or equivalent - able to gain professional engineer registration with NAPEG as required.
- Extensive experience (minimum of 7 years) in transportation infrastructure (or equivalent) planning, design and construction and organizing and leading major projects.
- Extensive planning, project management, and training coordination experience (minimum 10 years).

**ADDITIONAL REQUIREMENTS**

**Position Security** (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

**French language** (check one if applies)

- French required (must identify required level below)  
 Level required for this Designated Position is:  
 ORAL EXPRESSION AND COMPREHENSION  
 Basic (B)  Intermediate (I)  Advanced (A)   
 READING COMPREHENSION:  
 Basic (B)  Intermediate (I)  Advanced (A)   
 WRITING SKILLS:  
 Basic (B)  Intermediate (I)  Advanced (A)
- French preferred

**Aboriginal language:** Choose a language

- Required
- Preferred