



Job Description

IDENTIFICATION

<i>Position Number</i>		<i>Position Title</i>	
82-5886		Manager, Infrastructure Planning	
<i>Department</i>		<i>Division/Region</i>	<i>Location</i>
Justice		Finance/HQ	Yellowknife
PURPOSE OF THE POSITION			
(Main reason why the position exists, in what context and what is the overall end result)			

The position is responsible for the planning and monitoring of all capital and O&M maintenance projects as well as ensuring the ongoing protection of the Department of Justice (DOJ) capital infrastructure to ensure the appropriate and necessary facilities and equipment are available for delivery of DOJ's programs and services at an acceptable level (in accordance with legislation, standards and criteria).

SCOPE
(Describe in what way the position contributes to and impacts on the organization)

Located in Yellowknife, the position provides expert advice to the Departments senior management. The incumbent is responsible for the development and monitoring of multimillion dollar capital and O&M budgets, the support monitoring and evaluation of all DOJ owned and leased facilities.

Reporting to the Director, Corporate Services, the position serves as the point of first contact regarding existing and potential infrastructure projects for the Department. The work is conducted to a large extent in a team environment including Public Works and Services, Department of Justice staff, Federal agencies and often requires travel to regions and communities. This position is responsible to ensure that stakeholder needs are appropriately met in the capital planning process and assist in the overall management of owned and leased Departmental property. The position retains overall authority and responsibility for final design and project delivery decisions.

- The role of this position includes identifying requirements including infrastructure

estimates, support, monitoring and evaluation of the following facilities administered by DOJ:

2 Correctional Facilities – North Slave Region;

3 Correctional Facilities – South Slave Region;

1 Courthouse – North Slave Region;

2 Regional Court Registries – Hay River & Inuvik; and

Various Leased Office Spaces in all regions.

- The Manager provides direct supervision to one staff of one (1) that provides professional expertise in asset maintenance and planning. This position is responsible for budget development and the number of projects fluctuates from year to year.

RESPONSIBILITIES

(Describe major responsibilities and target accomplishments expected of the position. Describe the typical problems encountered in carrying out the responsibilities. For management positions, indicate the subordinate position(s) through which responsibilities are accomplished)

Initiates the development, implementation and review of the Justice Infrastructure plan in order to contribute to the Department's Capital Planning, Business Planning and Program Review processes, to ensure an adequate, appropriate and sustainable infrastructure is available in the NWT for the delivery of DOJ's programs and services.

Main Activities:

- Provides recommendations and expert advice on long and short term capital and infrastructure requirements.
- Conduct appropriate research and analysis to develop the long range infrastructure plan for the Department (20 Year Needs Assessment)
- Develops three year capital plans, in conjunction with the Departmental Business Planning Process, outlining the short-term capital requirements.
- Develops long term (five and twenty year) capital plan based on identified program and technical need and available funding;
- Provides reports as requested on infrastructure requirements, recommendations of plans and alternatives and financial impacts on proposed projects.

Develops and updates Capital Standards and Criteria for all DOJ facilities and equipment to ensure that there is appropriate, affordable and equitable infrastructure across the Justice System.

Main Activities:

- Research standards from other jurisdictions;
- consults with user groups and program managers to determine program

- requirements with respect to space requirements;
- develops costing models to apply to and determine the appropriate and affordable capital standards;
- Understands and applies national standards and legislation as applicable.

Manages the development of Functional Programs for all DOJ facilities and leased office space projects to ensure compliance with developed standards and criteria as well as ensures the projects support the strategic direction of the Department.

Main Activities:

- Determines the functional space requirements for the program to be delivered, in collaboration with facility staff and program managers, with Public Works and Services (PWS) or consultants.
- Develops options and makes recommendations for new and or alternative approaches.
- Confirms cost estimates of proposed facilities and/or projects and provides information and reporting to the Director, Corporate Services detailing alternatives on functional plans required due to funding limitations, outlining financial and program implications.

Monitors current capital projects in progress to ensure compliance with capital standards and criteria and functional programs and to monitor the financial status.

Main Activities

- Monitors the ongoing status of current projects, in collaboration with PWS project staff;
- Prepares reports to the Director, Corporate Services providing alternatives and options for dealing with program and financial problems identified;
- Determines the applicability of all practical limitations to the implementation of existing and proposed GNWT standards in various community settings and responding with technically appropriate alternatives (interior and exterior finishes, facility layout/orientation, material selection, building envelope assembly concepts and details, energy conservation considerations or concepts);
- Provide direction to PWS on project management issues.

Oversees the coordination by the Facility Planning Officer of the inventory and technical/functional status of all DOJ facilities and equipment.

Main Activities:

- Oversee research of appropriate standards from other jurisdictions and assess application in the NWT.

- Keeps apprised of ongoing technical assessments of facilities and plans to address deficiencies.
- Keeps apprised of ongoing functional assessments of facilities to ensure and review whether they are appropriate for the delivery of Justice Programs and services.
- Gives direction and approves the multi-year maintenance plans for Justice Facilities.
- Oversee the allocation and monitoring Departmental Minor Works budget.
- Oversee monitoring the implementation of Public Works and Services maintenance plans to ensure they are meeting the needs of the facility.
- Oversees O&M projects relating to maintenance and office accommodation projects.

Project and Asset Management:

Main Activities:

- Coordinates the development of functional programs with PW&S for all DOJ facilities in compliance with set standards & criteria;
- Represent the Department as a member of the Project Management Team on each capital project as required;
- Provide Department representative to participate in contracting process including developing terms of reference, and tender or call for proposals evaluation
- Provide direction to PWS on project management issues as appropriate;
- Attend and as required chair meetings with PWS, consultants, community officials, general public;
- Monitors current capital and O&M projects in progress to ensure compliance with functional programs and monitor the financial status;
- Undertake field inspections and site visits as necessary to consult with stakeholders to ascertain needs, status and condition of existing or proposed projects;
- Reviews technical briefs, project budget reports and other reporting from PWS.
- Reviews data on the community, proposed construction site, historical costs, and relevant data available from other parties;
- Reviews proposal, tenders, design documents;
- In consultation with program delivery experts identify space allocation and needs.
- In consultation with program delivery experts identify lease space needs and work with PWS to develop RFP's and extension of leased premises.

Ensure the coordination, analysis and consolidation of capital planning and budgetary exercises:

Main Activities:

- Compiles the Department's Needs Assessment and Capital Acquisition Plan.

- Prepare briefing notes, financial analysis and other support documents for use by the Deputy Minister and Minister, in response to decisions makers such as the Financial Management Board (FMB), Standing Committees and the Legislative Assembly.
- Researches and develops capital projects;
- Develops financial requirements for the capital needs assessments;
- Monitors and performs financial analysis with respect to capital projects and ensures that expenditures are properly cash-flowed to allow for effective cash management.
- Prepare FMB submissions when circumstances dictate.
- Develop departmental physical security standards in consultation with program delivery experts.

Provide ongoing advice/information on capital planning to the Director, Corporate Services to ensure budgetary controls and management.

Main Activities:

- Monitors, reviews and analyzes capital expenditures within the department;
- Works to address information gaps, inaccuracies, etc. if agreement is not reached, recommends corrective action the Director, Corporate Services.
- Prepares reports on the status of proposed and approved budget adjustments arising from the variance and outlook processes;
- Analyzes the overall capital budget on an ongoing basis and provides reports to the Director, Corporate Services as required;
- Reviews capital budget adjustments, quarterly capital budget adjustments, monthly inter-activity transfers for presentation to the FMB.

KNOWLEDGE, SKILLS AND ABILITIES
 (Describe the level of knowledge, experience and abilities that are required for satisfactory job performance)

Knowledge

The Incumbent must have expert project management knowledge and skills of facility planning theories and principles. The incumbent must have technical knowledge in the areas of facility functional programming, facility planning, architecture, engineering and/or design.

This position requires verbal and written communication skills, negotiating skills, interpersonal skills, and problem solving skills. Skills in several software areas including word processing and spreadsheets are required.

Strong strategic thinking skills and judgment, as well as demonstrated ability to research, analyze and synthesize multiple concepts and priorities.

Knowledge of the people, culture, government and Justice System in the NWT, and its business and political environment, is an asset.

This knowledge base is normally acquired through completion of a bachelor degree in architecture/ engineering with five to ten years of progressively more responsibility and related positions and related experience in a northern environment, including three (3) years of supervisory/management experience. Equivalencies will be considered.

Abilities

The position requires the ability to:

- Work in a high stress multi-tasking environment with tight deadlines
- Work closely with consultants
- Deal with individuals where there is a high degree of tact and diplomacy required
- Work in a Cross Cultural Environment to deal with a diverse group of clients and staff

These abilities are most commonly acquired through related experience.

WORKING CONDITIONS

(List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands)

Physical Demands

About 60% of the time is spent working in an office environment. The remaining 40% are spent travelling to and from job sites and performing onsite job inspections in all regions where the department maintains either offices or correctional facilities.

Environmental Conditions

The person is exposed to extremes in temperature, potential contamination (crawl spaces under facilities) while inspecting sites.

Site visits to correctional facilities places the incumbent in secure areas at the same risk as correctional centre staff.

Sensory Demands

The person in this position is subject to long periods of concentrated focus while working with computer programs such as word processor and spreadsheet programs. Carry out inspections of physical plant and equipment, construction sites and mobile assets.

Mental Demands

The position requires tact while dealing with resolving conflicts with contractors, consultants, and staff of other departments.