



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Infrastructure	Facility Planner	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
33-6032	Yellowknife	Facilities and Properties

## **PURPOSE OF THE POSITION**

The Facility Planner provides expert architectural advice to the Government of the Northwest Territories (GNWT) departments and agencies in order to plan facilities that are designed and constructed to meet functional and operational requirements within established budgets. This position is responsible for ensuring that facility planning services are provided that result in the provision of appropriate solution to the GNWT's building infrastructure needs.

## **SCOPE**

Located in Yellowknife, the Facility Planner reports to the Manager, Facility Planning Services. The position provides facility planning support to all GNWT departments, boards and agencies; community governments; and non-governmental organizations (the clients) throughout the Northwest Territories (NWT). Additionally, the incumbent provides facility planning and design advice and support to the Department's regional Project Management staff.

Facility Planning Services provides planning coordination and support in the form of reports, feasibility and planning studies, and project briefs to describe the character, size and location of northern buildings to ensure that new facilities meet clients' operational needs, and reflect cultural values, at the lowest possible life cycle cost and ensures that building infrastructure solutions are developed that are consistent with the goals, priorities, and vision of the GNWT. The position is guided by general direction from the Manager, Facility Planning Services, and by policy and legal advice from headquarters personnel.

## **RESPONSIBILITIES**

- 1. Provides project planning services to clients in accordance with legislated building codes and standards, and GNWT policies by:**
  - Ensuring the capital program, and projects making up that program, are feasible with respect to costing and scheduling.



- Meeting regularly with Client departments to review priorities for new projects.
  - Assessing Client's needs and identifying development options, and recommending a best course of action.
  - Reviewing future overall programs with Client departments to ensure sufficient lead time is available to provide for adequate planning study and cost estimate.
  - Reviewing needs analyses and operational plans from Client and developing appropriate functional programs in-house or with planning consultant.
  - Conducting research and preliminary studies on behalf of Client to define the exact scope and nature of the requirement.
  - Providing preliminary budgets and schedules.
- 2. Directs the management of project planning and design phases in accordance with legislated building codes and standards, and GNWT policies by:**
- Ensuring that projects are properly defined and planned before proceeding with design.
  - Preparing terms of reference and Request for Proposals (RFPs) for Planning Studies.
  - Developing comprehensive Project Briefs for Architectural and Engineering design consultants.
  - Determining what preliminary work must be done prior to commencing design, i.e. soils, studies, environmental assessments, etc.
  - Ensuring the detailed design meets client needs within planning parameters such as available budget, schedule and facility program.
  - Ensuring that the Planning Studies are prepared according to the GNWT capital planning requirements.
- 3. On large capital projects (over \$2.0 million), directs architectural and engineering ( A & E ) consultants to deliver planning studies and design solution(s) that meets the requirements specified in the project brief by:**
- Preparing RFPs for A/E consultant services and ensures that contract awards are consistent with GNWT departments.
  - Ensuring the facility is designed specifically for the actual climate and other physical parameters of the site, and is designed for the minimum capital cost consistent with lowest life cycle cost.
  - Managing the completion of conceptual options to review with Client.
  - Managing the completion of client needs analysis, and functional and operational plans
  - Managing the schematic design and design development in order to confirm design objectives, detailed cost estimates and schedules meet the project objectives.
  - Coordinating the design reviews by Technical Support Services staff.
  - Managing A/E agreements to the completion of plans and specifications.
  - Assisting the Regional Project Officer/Manager with site selection.
  - Leading the client/community consultations.



**4. Manages the development, or develops, strategies for the achievement of GNWT objectives related to local and northern involvement in capital projects and other community development and training initiatives by:**

- Ensuring A/E contract awards are consistent with current GNWT objectives and policies.
- Reviewing project design submissions to ensure adherence with GNWT objectives related to maximizing local and northern involvement.

**WORKING CONDITIONS**

**Physical Demands**

No unusual demands.

**Environmental Conditions**

Occasional exposure to insulation materials, paints, glues, electrical fixtures, mould, asbestos, waste oil, contaminated soil, etc.

**Sensory Demands**

No unusual demands.

**Mental Demands**

The position travels away from Yellowknife for 2 to 5 days each month. The position is occasionally exposed to confrontational situations at public meetings when community expectations cannot be met within facility standards.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of architectural and/or engineering theory and principles to provide facility planning, advice and direction.
- Knowledge of project planning theories and principles, including scheduling, cost estimating, financial management and project delivery.
- Knowledge of northern building conditions and practices to manage or provide project management services.
- Interpersonal skills to negotiate with clients and consultants in order resolve disputes and communicate complicated technical information.
- Knowledge of the geographic and cultural factors affecting client's needs and how this affects the delivery of capital projects.
- Analytical skills to manage or evaluate project results against objectives.
- Problem solving ability to manage or bring resolution to problems encountered during all phases of a project.



- Decision making ability to manage timely progress of projects within objectives.
- Knowledge of word processing, spreadsheet and project management software programs.
- Facilitation skills to ensure that project teams work as a constructive and cohesive unit.
- Leadership skills.
- Excellent oral and written communication skills to convey or solicit information about projects and standards through a variety of means (e.g. briefing notes, Project Briefs, procedural manuals, community presentations) for a variety of audiences (e.g. clients, colleagues, consultants)
- Skills to facilitate planning and client decision-making, manage conflicts, negotiate solutions, resolve disputes and promote sound facility planning.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

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

A bachelor's degree in architecture including 3 years of relevant experience in the planning and design of institutional buildings.

Equivalent combinations of education and experience will be considered.

**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 applicable)

- 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

**Indigenous language:** Select language

- Required
- Preferred