



## IDENTIFICATION

Department	Position Title	
Infrastructure	Infrastructure Planner	
Position Number	Community	Division/Region
33-6781	Yellowknife	Policy, Planning and Communications

## PURPOSE OF THE POSITION

The Infrastructure Planner is responsible for conducting a variety of inter-modal transportation system studies, and supporting the preparation and implementation of plans for highways, airports, community access roads and marine facilities, as well as public buildings and related infrastructure.

## SCOPE

Located in Yellowknife, this position reports to the Manager, Policy and Planning.

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 incumbent is one of a team of Infrastructure Planners providing advanced expert knowledge in infrastructure planning and planning policy, and works cooperatively on a regular ongoing basis with different levels of government, other government departments/agencies, and stakeholders.

The Infrastructure Planner demonstrates leadership in developing and implementing solutions to major transportation system and other public infrastructure challenges. The incumbent provides independent analysis in the review and evaluation of Departmental plans and policies, and provides recommendations to the Director of Policy, Planning and Communications and other Senior Managers in the Department with respect to the overall direction of Departmental programs and initiatives. The decisions and judgments of the Infrastructure Planner may influence the allocation of resources for all Divisions of the Department along with programs available to other GNWT departments and the public.

## **RESPONSIBILITIES**

### **1. Provides expert knowledge, advice and information in infrastructure planning and planning policy, conducts a variety of inter-modal system studies, and supports the preparation and implementation of plans for public infrastructure, including government buildings, highways, airports, community access roads, marine facilities, energy transmission lines and other public infrastructure.**

- Designing and implementing ongoing inventories and databases needed to monitor existing public infrastructure, including multi-modal infrastructure and facilities, and for forecasting the demand and any impacts on existing and proposed transportation and other public facilities
- Developing, recommending and monitoring policies, standards and priority setting mechanisms for various projects and programs.
- Undertaking necessary consultations to obtain input from all affected parties, including other levels of government and stakeholders.
- Identifying and analyzing all options for candidate projects and policy options by considering:
  - Operational requirements
  - Technical feasibility, scheduling and logistics
  - Life cycle capital and O&M (Operations and Maintenance) costs
  - Economic benefits (direct and indirect)
  - Social costs and benefits (safety, employment, mobility)
  - Environmental impacts and approval processes
  - Land use implications and approval processes
  - Policy and political implications
  - Inter-modal impacts
- Recommending project and policy priorities for potential inclusion into the capital planning process.

**2. Represents and advocates GNWT priorities for federal infrastructure programs to ensure maximum effectiveness and value.**

- Ensuring ongoing consultation with various federal officials regarding federal and GNWT respective program plans and ensuring appropriate GNWT and federal input in setting priorities.
- Ensuring that the GNWT is fully aware of federal plans and that GNWT and federal plans complement each other for best overall value and effectiveness.
- Promoting GNWT policies and objectives.
- Promoting maximum local and northern involvement and benefit in the planning, construction and operation of federally owned facilities.
- Ensuring appropriate ongoing consultation with neighbouring provinces and territories on programs and projects of joint interest.
  - Undertaking joint studies with federal and/or provincial or territorial agencies.
  - Reviewing other departments' and communities' land development plans to ensure standards and policies for transportation and other public infrastructure are being maintained.

**3. Develops integrated multi-modal transportation system plans at the community and regional level.**

- Identifying and evaluating overall community and regional demands for the movement of goods and people.
- Consulting with transportation carriers on their operational plans, infrastructure needs and the potential impacts of changes to the public infrastructure service.
- Consulting with communities and local stakeholders to identify concerns/issues and establishing long term goals and objectives
- Identifying and evaluating system operations, considering long term economic, social, environmental and political costs, benefits and opportunities.
- Recommending system operations and ensuring that they are integrated with individual program plans.

**4. Provides expert planning policy advice in the areas of land usage and land designation, and represents the Department in matters related to land use planning.**

- Analyzes documents, publications and communications related to land use planning and land designation activities in the NWT.
- Consults with affected Divisions and Regional Offices within the Department to ensure fluent communication and coordination of participation in initiatives related to land use planning or designation, and protection of departmental interests.
- Represents the Department's interests in interdepartmental committees related to land use planning issues.

- 5. Provides expert advice on matters related to negotiations of land claims agreements.**
- Provides information and expert advice to Senior Management on implications for infrastructure development Aboriginal rights negotiations, such as land and resource claim negotiations and self-government negotiations, and implementation of final agreements.
  - Represents the Department in interdepartmental activities related to Aboriginal land claims and self-government negotiations.
  - Coordinates Departmental inputs and responses to any Aboriginal land claims and self-government negotiations matters.
- 6. Conducts or supervises the design, collection, analysis and forecasting of traffic information for various modes of transportation by:**
- Assessing the traffic information needs of the staff in the division, department and external department users.
  - Designing data and information gathering surveys, procedures and programs.
  - Collecting or supervising the collection of traffic data from existing sources and new surveys.
  - Analyzing the information, developing forecasts for future traffic and presenting the results in the spreadsheets and reports appropriate to the users' needs.

## **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**

- Knowledge of project planning and program evaluation theories and principles, including scheduling, cost estimation, financial management and project delivery.
- Ability to conduct economic analysis and cost-benefit analysis.
- Ability to conduct feasibility assessments for large-scale projects.
- Strong organizational and analytical skills and a high level of personal initiative.

- Knowledge of airport, highway, marine facility and buildings and works planning, design, and construction and operation.
- Knowledge of infrastructure planning methods, research and economic feasibility studies, and data collection and analysis.
- Knowledge and awareness of northern concerns, issues, history and culture.
- Knowledge of the financing and procurement process.
- Knowledge of land use planning processes and practices.
- Knowledge of NWT Aboriginal land and resource claims history and current status, and consultation protocols.
- General knowledge and awareness of northern concerns, issues, history and cultures.
- Knowledge of government processes including interdepartmental coordination and communication, Legislative Assembly, Executive Council and Financial Management Board processes.
- Knowledge of computer software, including word processing, database, e-mail and communications programs.
- Strong and resourceful research skills.
- Self-confidence and strong inter-personal skills (tact, judgment, political sensitivity) in dealing with various stakeholders
- Ability to express ideas, negotiate and communicate effectively.
- Ability to manage and coordinate interdivisional and interdepartmental working groups with diverse and competing interests.
- Ability to analyze, evaluate and develop projects on various subjects that interrelate and impact each other.
- Ability to work in short time frames with changing priorities and maintain quality in communications and written materials.
- Ability to devise innovative and consensus building solutions to solve complex issues.
- Ability to handle highly confidential material in a discreet and professional manner.

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

University degree in planning, architecture, engineering or a related discipline; and

Five years of experience in infrastructure planning, design, construction, operation, data collection and analysis, preferably in a public sector environment, with demonstrated experience in writing and presenting professional reports, submissions, position papers and briefing notes.

## **ADDITIONAL REQUIREMENTS**

### **Position Security**

- ✓ 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:** Choose a language

- ☐ Required
- ☐ Preferred