



IDENTIFICATION

Department	Position Title	
Health and Social Services	Senior Facility Planner	
Position Number	Community	Division/Region
49-17638	Yellowknife	Infrastructure Planning / HQ

PURPOSE OF THE POSITION

The Senior Facility Planner is responsible for the planning, implementation and monitoring of capital and Operations and Maintenance projects as well as ensuring the ongoing protection of Health and Social Services capital infrastructure within the health and social services system to ensure the appropriate and necessary facilities and equipment are available in accordance with legislation, standards and criteria.

SCOPE

Located in Yellowknife, the Senior Facility Planner (Planner), reports to the Manager, Facility Planning (Manager), and makes recommendations and provides advice to the Department of Health and Social Services (Department) as well as three Health and Social Services Authorities.

The Planner leads design-focused planning and oversight of a multimillion-dollar capital and O&M budget. The role provides strategic support and evaluation of HSS facilities under board management and directs the planning and design of 70+ facilities across the NWT and holding authority over all design and project delivery decisions, ensuring facilities meet strategic, technical, and functional objectives.

The Planner is required to monitor projects in any or all boards and communities at any one time, as well as simultaneously working on several major planning projects. A challenge for the position is interacting with a diverse variety of clients and needs and preferences that exceed available budgets.

The Planner works extensively with representatives from the Department, Boards, Communities, Colleagues and Private sector. The work is conducted to a large extent in a team environment, including Health and Social Services, Boards, Department of Infrastructure (INF) and many other stakeholders, often requiring travel to regions and communities.



A significant challenge faced by governments is that mainstream organizations, like health and social services (HSS), cannot be separated from the legacy of colonialism and anti-Indigenous racism in Canada. In health and social services settings, present day anti-Indigenous racism or systemic racism, impacts access to services, quality of care and health outcomes for Indigenous peoples. This also results in a system that inherently privileges the ideas, needs and norms of the dominant white settler population, including the privileging of western knowledge over Indigenous approaches and ways of knowing. As such, it is critical that the Government of the Northwest Territories (GNWT), DHSS, Division and the incumbent put in all efforts to eliminate these issues and offset their consequence.

The HSS system is committed to addressing anti-Indigenous racism and promoting cultural safety and anti-racism. DHSS staff are expected to honour and promote a culturally safe and anti-racist environment at all times, and to interact with clients, families, community members, partners and colleagues in a relationship-based approach. This involves being tactful, respectful, self-aware, and humble in order to develop and maintain ongoing and trusting relationships.

The work of the Infrastructure Planning Division includes recognition that government facilities, such as residential schools and Indian hospitals, have caused significant trauma for Indigenous peoples. The physical design of facilities can perpetuate harm as they are reminders of colonial and racist institutions for Indigenous peoples. Thus, the Facility Planner will be required to ensure that facilities are developed in a culturally appropriate manner and facilitates a welcoming and culturally safe environment. This builds on the evidence that the physical space can itself be medicine.

The incumbent experiences a challenging workload, frequent need for intense analytical work, and project management that is impacted by competing demands and tight deadlines.

RESPONSIBILITIES

1. Develop, implement, evaluate and revise an ongoing Northwest Territories HSS system infrastructure plan in order to contribute to the Department's Capital Planning, Business Planning and Program Review processes, in order to ensure an adequate, appropriate and sustainable infrastructure is available in the NWT for the delivery of health and social services.

- Develop one-to-three-year capital plans, in conjunction with the Departmental Business Planning Process, outlining the short-term capital requirements.
- Develop Long Term (five and twenty year) capital plan based on identified program and technical need and available funding.
- Prepare reports to the Manager providing recommendation of plans and alternatives for achieving the long term "vision" for the NWT HSS infrastructure system.



- 2. Develop and update Capital Standards and Criteria for all HSS facilities and equipment to ensure that there is appropriate, affordable and equitable infrastructure across the NWT health and social services system.**
 - Research standards from other jurisdictions.
 - Consult with user groups and program managers to determine program requirements with respect to space requirements.
 - Develop costing models to apply to and determine the appropriate and affordable capital standards.
- 3. Manage the development of Functional Programs for all HSS facility projects to ensure the Facilities in the NWT health and social service system are in compliance with the Capital Standards and Criteria they have developed and support the strategic direction and programs of the DHSS.**
 - Determine the functional space requirements for the programs to be delivered, in collaboration with board staff and program managers, INF or Consultants.
 - Develop options and make recommendations for new and/or alternative approaches.
 - Confirm cost estimates of proposed facilities and/or projects as outlined in the Functional Program.
 - Prepare reports to Senior Management providing alternatives for changes to Functional Plans, required due to funding limitations, outlining financial and program implications.
- 4. Monitor current capital projects in progress to ensure compliance with capital standards and criteria and functional programs and to monitor the financial status.**
 - Monitor the ongoing status of the current projects, in collaboration with the Department of Infrastructure project staff.
 - Review change orders and project funding requests and advise Manager.
 - Prepare reports providing alternatives and options for dealing with program and financial problems identified.
 - Determine the applicability of and practical limitations to the implementation of existing and proposed Government of the Northwest Territories (GNWT) standards in various community settings and responding with technically appropriate alternatives (interior and exterior finishes, health facility layout/orientation, material).
 - Select building envelop assembly concepts and details, energy conservation considerations or concepts.
 - Provide direction to the Department of Infrastructure on project management issues.
- 5. Coordinate and evaluate an inventory and technical/functional status of all HSS facilities and equipment in the NWT HSS system to provide an information base for capital planning decision making and to anticipate future capital requirements.**
 - Coordinate with INF ongoing technical assessments of facilities to develop a plan to address deficiencies.



- Coordinate with INF ongoing functional assessments of facilities to ensure and review whether they are appropriate for the delivery of health and social services.
- Coordinate the maintenance of a database inventory of all HSS facilities and equipment, in collaboration with the health and social services boards.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

The incumbent may experience extremes in temperature, noise, vibrations, and dust on construction sites while work is in progress. Exposure is possible to clinical areas during infection prevention and control inspections (as a part of the MDT).

Sensory Demands

No unusual demands.

Mental Demands

The incumbent will travel to work sites in various communities approximately 5 times per year.

KNOWLEDGE, SKILLS AND ABILITIES

- Project management knowledge and skills of health facility planning theories and principals in a health and/or social services setting.
- Knowledge in the areas of health facility functional programming, facility planning, architecture, engineering and/or design,
- Knowledge of and/or the ability to acquire knowledge of the people, culture, government and health and social services in the NWT and its political and business environment.
- Awareness and understanding of health and social programs and services, including knowledge of program requirements, workflow and patterns, facility technical/ design standards and prevailing trends and practices (e.g. Roles of Nurse Practitioner, Community Health Representatives, Mental Health Workers, etc.).
- Research, analysis and evaluation skills.
- Oral and written communication skills through a variety of means (e.g. briefing notes, project briefs, departmental or board presentations) for diverse audiences.
- Skills relating to computer software applications (particularly spreadsheet, database and statistical applications).
- Ability to develop costing models and determine the appropriate capital standards.

- Ability to monitor the ongoing status of the current projects, in collaboration with the Department of Infrastructure project staff.
- Ability to provide alternatives and options for managing program and financial challenges Ability to show initiative within the scope of the position.
- Ability to manage diverse activities that are often only broadly or generally defined.
- Ability to adapt to and manage change.
- 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 degree in Architecture / Engineering and six (6) years of relevant health facility planning experience including one (1) year of experience in a cold / remote location.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Incumbent must have Professional Engineer or Architect Status in the NWT or ability to obtain.

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: Select language

- ☐ Required
- ☐ Preferred