



IDENTIFICATION

| Department | Position Title | |
|----------------------------|-----------------|----------------------------|
| Health and Social Services | Capital Planner | |
| Position Number | Community | Division/Region |
| 49-17639 | Yellowknife | Infrastructure Planning/HQ |

PURPOSE OF THE POSITION

The Capital Planner provides technical, accounting, and financial management support for the Department of Health and Social Services (DHSS) capital (infrastructure) plans, projects, and tangible assets to ensure the accuracy, integrity, and effective fiscal management of HSS capital budgets and expenditures, and is responsible for overall project coordination and administration to facilitate the Division's management of major transformative infrastructure projects, including procurement support and contract administration, data and project budget management, and small capital project management.

SCOPE

Located in Yellowknife, the Capital Planner reports to the Manager, Facility Planning (Manager) and provides services to the Infrastructure Planning Division at the DHSS Headquarters for all capital projects across the Northwest Territories (NWT).

Capital planning and capital project delivery in the NWT is confronted with challenges of high costs of labour and materials, supply scarcity, and uncertain and variable environmental conditions. In this context the Capital Planner is responsible for planning in a complex environment that includes consultation among diverse groups, seasonal constraints on construction, differing availability of labour and contractor supply among regions, and changing prices of commodities and materials. Also, the isolated locations of many facilities and seasonal conditions which limit access further complicate the planning and project delivery environment.

The planning component of this position encompasses a range of capital projects and major equipment that include hospitals, health and social services centres, care provider residences, staff offices, and all other infrastructure required for the delivery of health and social services across the NWT.



Working with staff located in other regions, and working with staff in other areas of government can be challenging; however, such collaborations are necessary for the successful delivery of projects which fall under the authority of this position. Therefore, the Capital Planner position utilizes various techniques and strategies to work collaboratively with diverse staff from the DHSS, the Northwest Territories Health and Social Services Authority (NTHSSA) and other HSS Authorities, as well as staff from other Government of the Northwest Territories (GNWT) departments, in particular Infrastructure.

Understanding and influencing people are important aspects of this job in order to execute the departmental capital plan to provide the services required for timely and efficient delivery.

The Capital Planner is required to problem solve guided by functional practices and precedents of capital planning and project management; however, the variable nature of the political, social, and natural environments in which different projects must be completed requires the position to derive different solutions for different projects. To overcome these challenges and to achieve the goals of and objectives of capital plan, the incumbent applies analytical, interpretive, evaluative, and constructive thinking.

The work of the Capital Planner is governed by broadly defined practices and procedures in the area of project management. These practices and procedures are performed within the context of precedents and policies of the department; however, the incumbent has broad freedom to act constrained only by the requirement to meet goals and objectives set by the Director, Infrastructure Planning in Health and Social Services.

The Department also carries the responsibility for strategic planning for the Government of the Northwest Territories' long term investment in the development of all health and social service (HSS) system facilities for the NWT. The Department's investments in strategic infrastructure (SI) projects are guided by the direction set by the Legislative Assembly, as well as long-term visionary documents such as the Infrastructure Acquisition Plan and 20-Year Needs Assessment, which are utilized for the determination of long-term strategic funding and investment in health and social service infrastructure for the entirety of the NWT.

Capital planning and project delivery are always subject to risk. The ability to correctly estimate risk and plan in advance for measures to reduce or mitigate risk are essential skills of this position. The position assists the production of the Infrastructure Acquisition Plan and Capital Main Estimates Binder, as well as the completion and submission of the monthly capital variance reports. The Capital Planner is responsible for planning and implementing health projects through the Department's Infrastructure Acquisition Plan (\$50M to \$75M annually). The territorial health infrastructure system has a current replacement value in excess of \$1Billion and a geographic area of 1.346M km².



A significant challenge faced by governments is that mainstream organizations, like health and social services, cannot be separated from the legacy of colonialism and anti-Indigenous racism in Canada. In HSS 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 GNWT, Department, 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 honor 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 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 is required to travel to the regions approximately 3 – 5 times annually for a period of 2 – 4 days per trip.

RESPONSIBILITIES

1. Coordinate the preparation of financial materials in the Infrastructure Acquisition Plan, 20-year Capital Needs Assessment, Five-year Capital Plan, annual Capital Estimates, and other capital planning processes.

- Provide technical financial analyses to develop financial estimates.
- Determine, develop, and perform appropriate methodologies to calculate estimates and annually update projects to be added or currently included in the 20- year capital needs assessment.
- Ensure financial information in five-year capital plan is current and accurate.
- Follow Department of Infrastructure (INF) policies, guidelines, and manuals with respect to financial processes for capital/infrastructure.
- Coordinate and review the development of the Department's Project Substantiations for review by the Financial Management Board (FMB).
- Advise regional staff on cost estimates and project planning and sequencing.



- Prepare the annual capital estimates by performing such tasks as fine-tuning project estimates, substantiating calculations, writing project summaries, reconciling information, and formatting capital estimates draft documents.
- Prepare documents pertaining to capital projects and related adjustments as necessary including FMB submissions, briefing notes, information items, project initiation requests, and other documents ensuring rationale and justification is understood by reader and that the request is reasonable and defensible.
- Develop, monitor and maintain an effective departmental capital planning process, which provides for effective consultation and liaising with all stakeholders within and outside Infrastructure Planning department and provides a clear status on all projects.

2. Provide technical financial analyses and support in managing of capital projects.

- Perform statistical and financial co-ordination and analysis required on individual capital projects.
- Research and forecast:
 - a. Capital investment in facilities past, present, and future on approved capital projects.
 - b. Potential investments in energy efficiencies.
 - c. Potential beneficial projects.
 - d. Utilities' costs current and future, project and possible savings related to energy efficiency initiatives.
- Forecast financial adjustments to capital projects as required.
- Determine Operations and Maintenance (O&M) impact related to capital projects and ensure estimated expenditures are adequately addressed.
- Intervene on behalf of regional staff where necessary with other government agencies who have responsibility for project management and delivery.

3. Manage capital budget and expenditure controls and financial statements.

- Work closely with the HSS Division of Finance and INF project managers to maintain an appropriate chart of accounts in accordance with professional accounting standards and principles, and GNWT requirements.
- Monitor and analyze financial reports including expenditures and variances.
- Initiate necessary journal adjustments for expenditures.
- Identify necessary capital budget adjustments, inter-activity transfers, and prepare necessary documentation to initiate corrective action.
- Reconcile capital estimates, supplementary appropriations, inter-activity transfers, and project expenditures statements to the System Accountability and Management (SAM).
- Coordinate the preparation of reliable variance and forecast reports.
- Ensure compliance with government and professional financial and accounting, and financial control requirements.
- Monitor signing authorities for compliance.



- Prepare funding submissions for required adjustments including supplementary funding, reductions, re-allocations; and carry-overs.
 - Prepare letters to MLAs for capital project budget transfers in accordance with GNWT guidelines.
 - Prepare responses to questions from Management Board Secretariat, Standing Committees, or the Legislative Assembly.
 - Prepare budget spread/cash flows, both annual report and necessary adjustments throughout the fiscal year.
 - Develop and maintain internal financial processes and systems for ongoing monitoring and management of the capital budget including applying tools and reports available as part of SAM and other automated programs and applications.
 - Maintain the capital planning DIIMS folder.
 - Maintain appropriate working papers and records.
 - Prepare and verify accuracy of year-end financial reporting documents, including coordination and preparation of asset addition forms.
- 4. Coordinate the management of controllable assets and tangible asset inventory records, the capital acquisition plan (CAP), and other published capital financial documents:**
- Update controllable and tangible asset inventory records.
 - Manage the CAP report and keep it current.
 - Implement steps to initiate capital acquisitions in accordance with CAP.
 - Prepare reports for submission to senior management and/or central agencies.
 - Prepare reports required for public documents including capital estimates, annual reports, public accounts and schedules, and other requested information.
 - Prepare and coordinate required documents for the loss of assets reporting to the Comptroller General.
 - Update and maintain asset inventory listing.
- 5. Work with the Department of Finance to provide procurement management support for Division activities.**
- Work with Procurement Shared Services (PSS) to develop tendering documents, requests for proposals (RFPs) and contracts,
 - Work with other divisions of the DHSS, other Departments and various stakeholders and interest groups to develop Terms of Reference (TOF) and evaluation criteria for major contracts related to project planning, assessment and pre-engineering.
 - Ensure GNWT financial management procedures are followed.
 - Evaluate responses to tendering documents.
 - Ensure all contracting documents are properly managed including signing, witnessing, filing electronically and submitted in a timely manner.
 - Monitor and evaluate contractor performance.



- Obtain, track, review, code and submit invoices for signature and forward invoices, requests and other financial documents to appropriate staff.
 - In cooperation with GNWT bodies responsible for delivery of capital projects, directly manage the execution of individual capital projects, including any or all of the following: drafting and/or evaluating tenders and requests for quotes and request for proposals, developing project critical paths, timelines and milestones, managing the work of contractors, the delivery of goods and materials, conducting periodic inspections and site visits, and ensuring that work is carried in accordance with the terms of contracts.
- 6. Coordinate activities required to administer Infrastructure Planning (IP) Division strategic infrastructure (SI) projects and all associated activities.**
- Provide an administrative contact point for the organization, for internal, intergovernmental and public inquiries, respond to requests for information.
 - Maintain a working understanding of all projects and stand in for others as required.
 - Track receipts and reconcile procurement card logs for the Division on a monthly basis.
 - Manage “bring forward” files and action lists for ongoing issues for IP, identify matters of priority and ensure that correspondence is followed through in a timely manner.
 - Coordinate the IP Managers schedules and liaise with internal and external agencies to accommodate regular and requested meetings as per the organizational priorities.
 - Liaise with the Regional Managers and Project Officers for monitoring progress and management on projects to provide update/report to Senior Management.
- 7. Establish and implement data management support for the Division.**
- Establish, manage, monitor, and evaluate electronic and paper filing system for SI projects, utilizing the GNWT Administrative and Organizational Records Classification Systems (ARCS/ORCS), DIIMS, plus a specific online project created filing system, to allow for the properly recorded and secure management of project data and documents.
 - Manage access to online data management tools for staff within the Division, within DHSS and within other GNWT Departments and by consultants working on SI projects.
 - Develop and recommend data management procedures and systems, analyze and resolve administrative and procedural issues.
 - Maintain security and confidentiality of information held on projects.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.



Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of financial management and accounting processes including Generally Accepted Accounting Principles (GAAP) and other published accounting requirements.
- Knowledge of and/or the ability to acquire and apply knowledge of GNWT accounting and budgetary related systems, cycles, and reporting requirements.
- Skills relating to software applications including Excel, Access database, Project Management, and other accounting and financial analysis related software such as Word and Outlook.
- Ability to acquire and apply skills relating to automated systems including SAM.
- Financial management skills to prepare and analyze budgets and financial reports, financial statements, variance reports and O&M and capital budget projections.
- Project management skills and knowledge in project accounting, i.e. real estate and construction.
- Communications and interpersonal skills to deal productively and effectively with staff, clients, and various partners.
- Public service skills to communicate sensitively with vendors and community clients.
- Organizational and time management skills to meet continuous deadlines and expectations from clients and stakeholders.
- Skills in interpreting, manipulating and analyzing data from financial spreadsheets, proven problem-solving, and decision-making skills.
- Ability to perform financial analysis and prepare financial and other reports easily understood by the reader.
- Ability to manage, administer, and control program budgets, and to provide financial reporting, advice, and direction to the Director and program managers.
- Ability to work collaboratively and be a team player.
- Ability to work well with and to explain financial information to colleagues and senior staff.
- Ability to apply accounting theories and principles to oversee complex financial and administration operations.

- Ability to recognize when transactions require further investigation to ensure compliance with GNWT financial acts, regulations or policies, or other federal and territorial legislation.
- Ability to conduct, review, and analyze complex financial issues and make high-level recommendations concerning budgeting, expenditures, and financial processing
- Ability to use time effectively to complete tasks / projects on time through the routine planning of own work and organization of resources.
- 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:

The completion of a Degree in Engineering, Architecture, Business, or other relevant field, and three (3) years of directly related experience.

Equivalent combinations of education and experience will be considered.

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: Select language

- ☐ Required
- ☐ Preferred