



## IDENTIFICATION

Department	Position Title	
Health and Social Services	Facility Planner	
Position Number	Community	Division/Region
49-17640	Yellowknife	Infrastructure Planning/HQ

## PURPOSE OF THE POSITION

The Facility Planner is responsible for the research, planning, implementation, management, monitoring and closing phases of infrastructure projects throughout the Northwest Territories and the Health and Social Services System.

## SCOPE

Located in Yellowknife, the Facility Planner (Planner) reports to the Manager, Facility Planning and works extensively with representatives from the Department of Health and Social Services (DHSS), Health Authorities, Communities and the Private Sector. The work is conducted largely in a complex and diverse stakeholder group including Health and Social Services Authorities, Boards, Regional Wellness Councils, Department of Infrastructure, and many other stakeholders. The Planner's analysis and recommendations directly impact the Health and Social Services (HSS) system, including both service delivery and access to health and long-term care services throughout the Northwest Territories (NWT).

The Planner is required to research, synthesize and operationalize health infrastructure policy to determine the programmatic elements appropriate for each facility, and which technical engineering specifications are required. Professional judgement is utilized to achieve a consistent programmatic and technical approach, keeping programs and technical requirements standardized to minimize risk, and meeting the constraints of delivering patient care in the unique logistical, technical, operational and geographic realities in the NWT. The work has a direct and immediate impact on the end users and the recipients of care.

This 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 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 km<sup>2</sup>.

The Department also carries the responsibility for strategic planning for the Government of the Northwest Territories' (GNWT) 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.

The Planner is responsible for health project design and project delivery decisions, and is required to monitor multiple projects with a variety of stakeholders in multiple communities at any one time in order to meet needs and satisfy requests as much as possible within budget constraints, requiring negotiations amongst stakeholder groups.

This position serves the entire HSS system and requires knowledge of the intersection between health technology, facility infrastructure, and information and communication systems. This position requires the incumbent to have an understanding of the requirements of various stakeholders: medical and clinical staff, health administrators, patients, and equipment vendors. The Facility Planner conducts project planning and implementation and has an impact on health care delivery on a territory-wide basis.

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 Government of the Northwest Territories (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.

This position requires the incumbent to travel to regions and communities which may exceed 5 days per month depending on operational requirements.

### **RESPONSIBILITIES**

**1. Provide project planning services to the Department in accordance with operational requirements, program needs, legislated building codes and standards and Government of the Northwest Territories policies.**

- Ensure program requirements, and projects making up that program, are feasible with respect to costing and scheduling.
- Consult regularly with stakeholders to review priorities for new projects.
- Assess program needs, identify development options, and recommend best course of action.
- Work alongside the Senior Facility Planners to review future overall programs to ensure sufficient lead time is available to provide for adequate planning study and cost estimate.
- Assist in reviewing needs analyses and operational plans and develop appropriate functional programs in-house or with planning consultants.
- Conduct research and preliminary studies to define the exact scope and nature of the requirement.
- Develop preliminary budgets and schedules.

**2. Support the Senior Facility Planners with directing the management of project planning and design phases in accordance with operational plans, program requirements, legislated building codes and standards, and GNWT policies.**

- Work alongside the Senior Facility Planners to ensure that projects are properly defined and planned before proceeding with design.
- Develop terms of reference and Request for Proposals (RFPs) for Planning Studies.
- Draft Project Briefs for Architectural and Engineering design.
- Coordinate preliminary work that must be done prior to commencing design, i.e. soils studies, environmental assessments, etc.
- Compare and recommend adjustments to detailed design in order to ensure it meets program requirements within planning parameters such as available budget, schedule and facility program.
- Coordinate Planning Study information in accordance with the GNWT capital planning requirements.



**3. Infrastructure planning project management.**

- Develop infrastructure projects including needs assessment, requirements definition, evaluation, contract development, procurement, receipt, installation, commissioning and training.
- Develop occupancy planning including commissioning and training.
- Develop and maintain effective relationships with clinical and administrative customers, and contractors, and provide appropriate and optimal levels of customer service for safe and effective infrastructure management.
- Provide project status updates and prepare Ministerial briefing notes on projects.

**4. Clinical commissioning of building systems on health infrastructure projects.**

- Determine the readiness of building systems required by healthcare facility requirements such as but not limited to mechanical, electrical, and architectural systems prior to commencement of patient and client care.
- Lead building commissioning for Health interrelated systems that perform a variety of functions found in healthcare buildings including diagnosis, treatment, life support, disaster preparedness, and infection prevention and control.

**5. Collaborate in a multidisciplinary team (Physicians, Medical Staff, Nurses, Architects, Engineers, Project Managers and Planners) in the development of capital standards and criteria for Health and Social Services health technology to ensure that there is appropriate, affordable and equitable infrastructure across the NWT Health and Social Services system.**

- Conduct research and evaluation of the applicability of standards from other jurisdictions and adapt accordingly.
- Conduct stakeholder's user group sessions alongside program managers to determine program requirements.
- Develop cost models to apply to and determine the appropriate and affordable capital standards.
- Interpret and apply national standards and legislation as applicable.

**6. Provide budget and financial management support to the Director, Infrastructure Planning and other Managers within the Infrastructure Planning Division.**

- Draft for review cost estimates for project budgets and allocate resources accordingly.
- Monitor project expenditures to proactively advise the Managers and Director for cost savings and reallocation.
- Assist with project variances.
- Contribute to the development of the 20-Year Needs Assessment and Infrastructure Acquisition Plan.



## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

The incumbent is exposed to electrical, chemical, mechanical, thermal and biomedical hazards approximately 15 to 30 days per year (during construction inspections, managing equipment install, commissioning and providing/participating in equipment training to staff).

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

No unusual demands.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of architectural design and construction methodologies.
- Knowledge and understanding of principles and theories of professional architectural and engineering fields (e.g., civil engineering, mechanical engineering, electrical engineering, computer engineering).
- Project management knowledge and skills.
- Knowledge of health facility planning theories and principals.
- Knowledge in and/or the ability to acquire and apply knowledge in the areas of health facility functional programming, facility planning, architecture, engineering and/or design, in a health and /or social services setting.
- 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.
- Ability to acquire and apply an 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.
- Research, analysis and evaluation skills.
- Skilled in computer software applications (particularly spreadsheet, database, statistical applications, and CAD).
- Negotiation skills with respect to vendor relationship management.
- Ability to manage diverse activities that are often only broadly or generally defined.
- Ability to conduct research and preliminary studies to define the exact scope and nature of the requirement.
- Ability to interpret and apply national standards and legislation as applicable.



- Ability to communicate effectively (both orally and written) to convey or solicit information related to projects and standards through a variety of means (e.g. briefing notes, project briefs, departmental or board presentations) for diverse audiences.
- Ability to show initiative within the scope of the position.
- Ability to coordinate Planning Study information in accordance with the GNWT capital planning requirements.
- 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 Engineering or Architecture and three (3) years of relevant facility planning 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:** Indigenous Language - Not Specified

- ☐ Required
- ☒ Preferred