



IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Manager, Capital Planning	
Position Number	Community	Division/Region
71-11028	Yellowknife	Finance and Capital Planning/HQ

PURPOSE OF THE POSITION

The Manager, Capital Planning is responsible for leading the strategic management of the Department's infrastructure budgets and capital planning initiatives, ensuring the efficient allocation of resources to meet both immediate and long-term infrastructure needs. The position plays a pivotal role in ensuring departmental assets and facilities support the delivery of educational, cultural and employment services across the Northwest Territories. This includes overseeing complex, multi-year capital projects, collaborating with diverse stakeholders, and maintaining assets in accordance with relevant legislation, standards and strategic priorities.

SCOPE

Located in Yellowknife, the Manager, Capital Planning (Manager) reports to the Director, Finance and Capital Planning and has a broad mandate overseeing departmental infrastructure with an insurance value of more than \$1.4 billion, comprising 187 facilities across the Northwest Territories (NWT). The role involves managing approximately 15-20 capital projects annually, ranging in complexity from small-scale renovations to multi-million-dollar construction initiatives.

The Manager's responsibilities include the strategic development, planning, and management of the Department of Education, Culture and Employment's (ECE) infrastructure portfolio. This involves direct engagement with positions more senior than the Manager, including superintendents of education authorities, the President of Aurora College, and senior officials within Government of the Northwest Territories (GNWT) departments. These interactions ensure alignment of infrastructure investment with the Department's long-term needs. The position also serves as the primary departmental representative for consultations with Indigenous and local governments, Indigenous organizations, and public stakeholders ensuring that infrastructure projects reflect cultural and community priorities while adhering to territorial and national standards.



Effective project management is pivotal to the role, requiring the Manager to oversee all phases of the project lifecycle, from needs assessments and feasibility studies to construction, commissioning, and post-occupancy evaluations. By leveraging project management expertise, the Manager ensures projects adapt to changing needs while staying on time, within budget, and aligned with strategic goals.

The Manager supervises a Facility Planning Consultant position, contractors, advisors, and interns and casual staff, providing strategic guidance and leadership to ensure projects are delivered efficiently and effectively.

Confronted with intense analytical work and project management that is impacted by tight deadlines, the Manager is required to navigate unexpected and competing demands. Managing expectations requires diplomacy, particularly during potentially confrontational public meetings.

As the department lead on infrastructure matters, the Manager collaborates extensively with key partners, including Senior Management within the Department and other GNWT departments, superintendents of education authorities, the President of Aurora College and other College staff, consultants, contractors, and community representatives. Additionally, the Manager actively engages with Indigenous Governments and Organizations, Local Governments, and the public to ensure project planning aligns with community and cultural values. The role supports the Department's mandate through innovative project management, cross-departmental collaboration, and proactive leadership in addressing current and future infrastructure challenges.

This position requires the incumbent to regularly travel to remote communities across the NWT to conduct site assessments, consult with stakeholders, and oversee project progress. These site visits are essential to ensuring that infrastructure solutions are tailored to the unique needs and circumstances of local communities.

RESPONSIBILITIES

1. Manage ECE's Infrastructure Budget and Financial Reporting.

- Ensure compliance with GNWT financial legislation, regulations, policies and procedures.
- Develop and oversee the annual capital budget as part of the GNWT Capital Plan.
- Complete financial analysis and prepare estimates for planned and potential capital projects.
- Prepare Financial Management Board (FMB) submissions and other required budgetary information both to secure capital resources for the upcoming fiscal year, and to request capital adjustments required throughout the year.
- Maintain financial documentation including spreadsheets, System for Accountability



and Management (SAM) reports and other records to monitor capital budgets and costs on a daily or regular basis.

- Prepare ECE annual Capital/Infrastructure Estimates materials.
- Coordinate the preparation of ECE briefing material and other documentation related to infrastructure.
- Ensure infrastructure project budgets are properly cash-flowed and cash flows are adjusted as required.
- Oversee the preparation of monthly and quarterly infrastructure variance reports.
- Prepare required documentation for infrastructure carry-overs and budget transfers including inter-activity transfers.

2. Manage the Strategic Capital Planning and Infrastructure Management Process across the Department, including Public Agencies that fall under ECE responsibility.

- Perform regular reviews of ECE's infrastructure portfolio to understand changing contexts (both internal and external) for the department, Education Authorities and Aurora College and to assess the current state of that infrastructure vis-à-vis the operating environment.
- Partake in senior management discussions to understand ECE strategic vision and to ensure that the capital program supports that vision.
- Assess whether new programs or program changes can be supported by existing facilities, and if not develop plans and recommendations including renovations, additions or replacement of facilities as appropriate.
- Work in collaboration with Department of Infrastructure (INF) to develop capital plans and provide recommendations and expert advice on long and short term capital/infrastructure requirements.

3. Oversee the Asset Life Cycle and Inventory Management.

- Perform needs assessments, feasibility and risks analysis, functional program analysis, design, procurement, construction, commissioning, maintenance, performance monitoring, decommissioning, renewal, surplus, replacement and or disposal in collaboration with Infrastructure, Education Authorities, Aurora College, and ECE assets associated with Museums, Libraries, and internal operations.
- Coordinate the maintenance of databases of INF inventory.
- Oversee the storage, appropriate retention and rapid retrieval of appropriate records related to assets and infrastructure.

4. Manage facilities planning and functional programming.

- Undertake field inspections and site visits as necessary to ascertain needs, status and condition of existing facilities.
- Oversee the coordination in consultation with INF for ongoing technical and functional assessments of facilities.
- Develop plan to address building deficiencies in consultation with appropriate



stakeholders and INF personnel.

- Ensure the Controllable Capital Assets requirements continue to be current and relevant.
- Supervise the contracting and procurement process and management of consultants, contractors, and other required expertise.
- Oversee the determination of functional space requirements, furniture, and equipment requirements.
- Review and evaluate detailed recommendations including scheduling, design, finishes and equipment requirements.
- Prepare reports including proposed alternatives for changes to Functional Plans as required due to funding limitations, outlining implications of proposed alternatives.

5. Manage the Infrastructure Standards and Criteria.

- Oversee and undertake research of appropriate standards from other jurisdictions and assess application and appropriateness for facilities in the NWT.
- Keep current regarding new architectural design, new technologies, and facility planning approaches that will benefit the department's clients, operations, facility and asset energy efficiency including infrastructure, function, operations, security, health and safety, furniture and equipment, recreation, community spaces and special needs.
- Consult with user groups and program managers to determine program requirements including space requirements and equipment.
- Oversee the preparation and revision of ECE Capital Standards and Criteria Manuals and ensure manuals remain current and up to date.
- Participate in the determination of the applicability of and practical limitations to the implementation of existing and proposed GNWT standards in various community settings and responding with technically appropriate alternatives (interior and exterior finishes, facility layout orientation, material selection, building envelope assembly concepts and details, energy conservation considerations or concepts).
- Develop costing models to determine affordable and appropriate capital standards.
- Ensure department standards meet related national and territorial building standards, codes and legislation as applicable.
- Monitor population enrolment relative to facility utilization and space requirements to ensure appropriate adjustments are planned for school needs based on enrolment.
- Initiate and supervise outsourcing to develop capital standards and criteria.

6. Manage the capital asset portfolio and apply project management principals to infrastructure projects to ensure project are completed in a timely manner including post-occupancy operational and functional evaluations.

- Collaborate with INF Regional Superintendents and the Regional Project Managers and key stakeholders in the development and execution of the major and minor capital project plans.



- Represent ECE in participating in all steps of the contracting process. Oversee the monitoring of ongoing status of current projects.
- Coordinate with ECE program staff and associates to develop feasibility studies for projects.
- Review all Project briefs which include functional & technical programs, development options, site assessments, cost estimates, schematic designs and schedules prepared by INF.
- Provide direction to INF on project management issues as appropriate.
- Attend and as required chair meetings with INF, consultants, stakeholders, community officials, general public.

7. Manage human resources and progress reporting.

- Report regularly to the Director on the status of infrastructure projects and accomplishments of the unit.
- Pro-actively initiate any necessary corrective action or recommendations as and when required.
- Lead the team by setting performance standards, delegating tasks effectively, and mentoring staff.
- Conduct employee performance appraisals including encouraging and planning for their professional development.

8. Manage the land use requirements for ECE infrastructure assets to ensure adequate space is available for current and future use.

- Work with the Department of Municipal and Community Affairs (MACA) and the Department of Environment and Climate Change (ECC) in securing and the severance of education reserve lands.
- Review and provide recommendations on requests for land associated with education reserve lands.

9. Manage the ECE portfolio of leases and office accommodations to ensure adequacy for delivery of ECE programming.

- Coordinate O&M projects relating to office accommodations and leased office space in collaboration with INF.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.



Sensory Demands

No unusual demands.

Mental Demands

The incumbent experiences a challenging workload impacted by tight deadlines public consultations, and the need to balance competing priorities.

This position requires regular travel, and the incumbent may experience extreme weather conditions when travelling to small and remote communities in the NWT.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of financial accounting and planning techniques and tools such as budget forecasting, variance analysis and spreadsheet work.
- Knowledge of capital planning and asset lifecycle management and principles.
- Project management skills.
- Technical knowledge of facility functional programming, facility planning, architecture, engineering and/or design, and technical standards for building and design.
- Knowledge of and/or the ability to acquire and apply knowledge of human resource management techniques and individual motivation and progressive discipline techniques.
- Strategic thinking, analytical skills, and the ability to research, analyze and synthesize multiple concepts and priorities.
- Able to communicate effectively (both orally and written) for diverse audiences and recognize politically sensitive situations.
- Ability to analyze and resolve complex and conflicting information and objectives.
- Managing politically sensitive discussions and addressing community concerns require tact, diplomacy, and conflict resolution skills.
- Skills relating to word processing, spreadsheet and presentation software, database, and electronic communication tools.
- Organizational and time management skills.
- Ability to develop relationships, work collaboratively and communicate effectively with colleagues within ECE, other GNWT Departments and agencies, Indigenous Governments, and community members.
- Ability to gain an understanding of the people, culture and governance in the NWT.
- 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 university degree in architecture, project management, engineering, business, or other directly related field; and five (5) years of relevant experience including one (1) year of supervisory or team lead 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