



## IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Facility Planning Consultant	
Position Number	Community	Division/Region
71-14535	Yellowknife	Finance and Capital Planning/HQ

## PURPOSE OF THE POSITION

The facility planning consultant provides expert architectural advice regarding Department of Education, Culture and Employment (ECE) capital facilities in order to ensure that they are designed and constructed to meet functional and operational requirements within established budgets. This position is responsible for ensuring that facility planning services are provided that result in the provision of appropriate solutions to ECE's building infrastructure needs. The position is the sole subject matter expert in the department. This position leads planning and design activities that incorporate technical and non-technical input from community and program representatives, and balances those against codes and government standards.

This primarily means the incumbent will be reviewing architectural drawings that describe renovations or construction projects to make sure they are appropriate from a technical standpoint (meet codes, are appropriate for northern environments and conditions, are cost effective, etc.) as well as from a program standpoint (that the resulting structure will appropriately support the proposed uses for the space). The incumbent must be able to flag issues on both counts so they can be corrected in design. The incumbent will also be asked to produce and/or read long technical documents to make sure projects deliver capital assets that are appropriate. This requires some degree of fluency in architectural and engineering jargon, or an ability to find out what it means. This position is primarily reviewing the work of retained consultants or technical experts in INF. There is almost no original design activity in the job scope (the incumbent does not do original design of buildings; it reviews work product produced by architects and engineers and makes design recommendations that are subsequently actioned by retained expert consultants).

The position works jointly with the manager of capital planning to maintain the Capital Needs Assessment and consequent project budgets, acts as the first point of contact for the Department of Infrastructure (INF) and building user groups on multi-million dollar projects,

represents the department in politically sensitive situations, highlights issues and concerns regarding existing and potential capital projects, and provides recommendations to the Manager of capital planning and the Director of Finance and Capital Planning as required. The incumbent must oversee several major and minor projects at various stages simultaneously and has significant authority and responsibility for final design and delivery decisions. Travel outside of Yellowknife is often required.

## **SCOPE**

ECE is the largest employing department and is responsible for about one quarter of the Government of the Northwest Territories (GNWT)'s total budget. The department has a complex administrative structure composed of a college system, a primary and secondary education system with devolved decision-making authority to district education authorities and councils, five regional offices, and headquarters.

ECE has a multi-million dollar annual capital budget with several projects at various stages of development and implementation occurring at any time. Capital planning and facilities planning includes identifying requirements, support, monitoring, evaluation, and development of facilities administered by education authorities, the college, libraries, and cultural and museum programs throughout the Northwest Territories (NWT).

Reporting to the Manager of Capital Planning, the consultant is responsible for providing expert architectural planning and design advice to the department, education authorities, and Aurora College. The incumbent works with INF technical staff in headquarters as well as project officers in the regional offices to ensure that facilities are planned, designed, and constructed to meet appropriate standards within financial budgets. The position leads planning and design activities that incorporate technical and non-technical input from community and program representatives. This includes working with a large team environment including ECE, authorities, the college, INF, and many other stakeholders, which often requires travel to the communities. The position does retain overall authority and responsibility for all final design and delivery decisions.

The role encompasses capital and facility planning support to the department, education authorities, and the college including functional planning services, providing planning coordination and support in the form of the creation of budgets, estimates and reports, feasibility and planning studies, and project briefs to describe the character, size, and location of northern buildings to ensure that new facilities meet clients' operational needs and reflect cultural values at the lowest possible life cycle cost, and ensures that building infrastructure solutions are developed that are consistent with the goals, priorities, and vision of the GNWT.

The position is required to manage 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, especially when needs and preferences exceed available budgets.

## **RESPONSIBILITIES**

- 1. Develops, implements, evaluates, and revises an ongoing NWT JK-12, adult and post-secondary, and museum infrastructure plan in order to contribute to the department's capital planning, business planning, and program review processes in order to ensure adequate, appropriate, and sustainable infrastructure is available in the NWT for the delivery of JK-12, post-secondary, and cultural services.**
  - Perform research, analysis, and recommendations related to ECE capital requirements.
  - Consult with building users (usually senior management at education authorities and the college) and INF.
  - Provide expert facility planning advice and recommendations on short term and long term capital infrastructure.
  - Evaluate and update the central Capital Needs Assessment in conjunction with the departmental business and/or capital planning process, in addition to projects budgets and forecasts as and when required.
  - Produce reports and briefing material on a variety of subjects including the content of the Capital Needs Assessment, existing projects, planned projects, current events involving capital assets, and so on. The ability to write focused material that includes identification and ranking of available options is essential.
  - Prepares reports analyzing the infrastructure requirements and financial impact of new and/or changing programs or legislation.
  - Provide preliminary budgets and schedules.
- 2. Develops and updates Capital Standards and Criteria for all JK-12, adult and post-secondary, and museum facilities and equipment to ensure that there is appropriate, affordable, and equitable infrastructure across our system.**
  - Propose revisions to school and college capital standards typically every five years by researching relevant international and domestic standards and criteria from other jurisdictions and assess application in the NWT.
  - Keep current regarding new architectural design, new technologies, and facilities planning approaches that will benefit the department's clients and operations.
  - Consult with user groups, key stakeholders, and program managers to determine program requirements including space requirements and equipment.
  - Develop feasibility costs estimation models for feasibility analysis of new and emerging projects.
- 3. Coordinates and evaluates facility inventory and the technical/functional status of all JK-12, adult and post-secondary, and museum facilities in the NWT system to provide an information base for capital planning decision making and to anticipate future capital requirements.**
  - Develop, maintain, and revise, where appropriate, the department's Capital Needs Assessment. This involves the management of the database of all ECE facilities and equipment that is done in collaboration with education authorities, Aurora College, and the museum.
  - Participate in the development of scopes of work (SOW) and the contracting and engagement of consultants and other required expertise.

- Lead the determination of the functional space and furniture and equipment requirements in collaboration with the building users, INF, and retained consultants.
- Coordinates the ongoing technical assessments of assets to develop a plan to address deficiencies.
- Coordinates the ongoing functional assessments of facilities to ensure they are appropriate for the delivery of existing and new programs and services.
- Ensure options and cost estimates include risks, operations expenditure implications, and capital requirements so that proposed capital investments are properly identified.
- Prepare reports to senior management including proposed alternatives and implications to functional plans as required due to funding limitations.

**4. Manages the development of functional programs for all JK-12, adult and post-secondary, and museum facility projects to ensure the facilities are in compliance with applicable standards and support the strategic direction and programs of the department.**

- Review future programs with program specialists to ensure sufficient lead time is available to provide for adequate planning study and cost estimate.
- Ensure that projects are properly defined and planned before proceeding with design.
- Conduct research and preliminary studies to define the scope and nature of the requirements.
- Provide preliminary budgets and schedules.
- Ensure the facility is designed specifically for the actual climate and other physical parameters of the site, and is designed for the minimum capital cost consistent with lowest life cycle cost.
- Review needs analyses and operational plans, and develops appropriate functional programs in-house or with consultants.
- Develop comprehensive project briefs for architectural and engineering design consultants as required.
- Manage the completion of conceptual options.

**5. Monitor current capital projects in progress to ensure compliance with applicable standards, functional programs, and financial status.**

- Provide project planning services to clients in accordance with legislated building codes and standards, and consistent with GNWT policies.
- Assess client's needs and identify development options and recommendations for best course of action.
- Manage schematic design and design development phases in order to confirm design objectives, detailed cost estimates and schedules meet the project objectives, client needs, and functional and operational goals.
- Participate as a member of the project management team on each capital project.
- Coordinate design reviews with INF technical staff.
- In collaboration with INF, manage architectural/engineering agreements for the completion of plans and specifications.
- Assist the regional project manager/project officer/facilities planner with site selection.

- Lead the client/community engagement on the design and delivery of the facility in their community.
- Review project design submissions to ensure adherence with ECE objectives related to optimized design, costs, and schedule.
- Monitor the ongoing status of confirmed projects in collaboration with INF project officers.
- Review change orders and related impact on functional program and budget.
- 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).
- Manage the preparation of or prepare the project briefs and schematic designs working with INF and/or consultants.
- Analyze and assess the facilities in the department's portfolio for surplus or disposal annually.
- Facilitate meetings with INF, consultants, community officials, and the general public.
- Act for the Manager of Capital planning in their absence.

## **WORKING CONDITIONS**

### **Physical Demands**

There are no unusual physical demands in the office environment; however, this represents about 80 percent of the time spent working. The remaining 20 percent will be spent travelling to small NWT communities. Physical demands while travelling are dependent on the activities that are taking place, but could include physical inspection of the interior and exterior of buildings under construction. This involves being physically able to access roof areas or tight crawlspaces, difficult to reach areas in the ceilings or behind walls, and so on.

### **Environmental Conditions**

There are no unusual environment demands in the office environment. Extensive travel will be required to small remote communities across the NWT. The incumbent is exposed to extremes in temperature when performing site visits. There may be exposure to insulation materials, paints, glues, electrical fixtures, mould, asbestos, waste oil, contaminated soil, etc. There will be limited access to food and water while on these trips so careful advance planning is required.

### **Sensory Demands**

There are no usual sensory demands in the office environment. There may be sensory demands when on-site during a construction project. This could occur where the incumbent is inspecting the work done by contractors to ensure it is done correctly, which could require visual and tactile acuity.

### **Mental Demands**

There are no unusual mental demands. This is a professional position that requires a high degree of competence and, therefore, has commensurate expectations regarding psychological resiliency.

### **KNOWLEDGE, SKILLS AND ABILITIES**

The incumbent must have expert project management knowledge and skills in educational and cultural facilities theories and principles. The incumbent must have technical knowledge in the areas of education and museum facility planning, functional programming, architecture, engineering, and/or design in an educational and museum setting in a northern environment. The incumbent must have knowledge of the geographic and cultural factors affecting clients' needs and how this affects the delivery of capital projects.

The incumbent must have an understanding of education and culture programs and services, including knowledge of program requirements, work flow and patterns, facility technical/design standards, and prevailing trends and practices.

The incumbent must be able to communicate effectively (both orally and written) to convey or solicit information related to projects and standards through a variety of means (e.g. project briefs, briefing notes, departmental or education authority/college presentations, public meetings) for diverse audiences.

A high degree of proficiency in using computer software applications is required. This includes familiarity with relational databases. Capital Planning uses a FileMaker Pro/Claris database, but training on this specific software can be provided if the incumbent has general knowledge or experience on other relational databases. Excel is frequently and constantly used. Standard familiarity is acceptable for the remaining Microsoft Office applications. Ability to use AutoCAD to draft is an asset.

A strong proficiency with financial management and costing is an asset.

The ability to correctly read and interpret architectural drawings is absolutely critical.

General project management skills or qualifications are an asset.

Knowledge of the people, culture, government in the NWT and its political and business environment, and how it relates to ECE's capital program.

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

Completion of a degree in architecture, with minimum two years of relevant and current experience, and eligibility for registration with the Northwest Territories Association of Architects.

Completion of an architecture technology diploma program, or equivalent, with three years of relevant experience. Two years of the relevant experience should be current. Equivalencies

will be considered. Experience with, or knowledge of, appropriate construction techniques, practices, and materials for an extreme northern environment is an asset.

### **ADDITIONAL REQUIREMENTS**

#### **Position Security** (check one)

- 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:**

- Required
- Preferred