NON-CONTRACT ROLE DESCRIPTION

JD2098

ROLE TITLE:	Manager, Capital Planning and Leasing	**ROLE DESCRIPTION NO.:**	00580
DEPARTMENT:	Capital Planning and Leasing	**HEABC REFERENCE NO.:**	1872706
REPORTING TO:	Director, Capital Planning and Leasing	**HSCIS CODE:**	03999
CLASSIFICATION:	NCEM/Range 9	**JOB CODE:**	03999MCP

ROLE SUMMARY

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health) patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Director, Capital Planning and Leasing, the Manager, Capital Planning and Leasing manages capital planning, space utilization and real estate and leasing services for two (2) of Island Health's geographical areas which comprises approximately 166 owned and leased locations.

DUTIES AND RESPONSIBILITIES:

1. Supports and counsels executive on the capital planning process which includes an annual review of the allocation of funding to the capital project and equipment priorities.

2. Assists portfolios in identifying and prioritizing their annual capital projects and equipment required to achieve their program objectives.

3. Supports executive on the review and approval of the annual capital project and equipment lists with an annual total budget of over $50 million. Supports the Capital Committee in its deliberations as to the applicability of individual major capital projects to various Island Health corporate plans (e.g. Strategic Plan and Health Service Plan).

4. Develops annual and long-term capital plans for Island Health in adherence with Ministry of Health policy and the requirements of Regional Hospital Districts (RHDs). Submits the annual Capital Plan and other required documents to the Ministry and the RHDs.

5. Liaises with the funding agencies (including the Ministry and RHDs), including the negotiation of capital funding commitments of the RHDs. Represents Island Health at RHD Board meetings in presenting capital funding applications. Represents Island Health at the Ministry Capital Working Group and other appropriate meetings.

6. Manages staff responsible for functional programming of capital projects. Assists and directs portfolio user groups through the process of functional programming, to develop detailed descriptions of service deliver, including patient and material flow, staffing levels, departmental adjacencies and space requirements, in preparation for the design ad construction of new or renovated facilities.

7. Manages staff responsible for maintaining floor plans to ensure they reflect the current locations of program staff.

8. Manages staff responsible for space request submissions, and ensures program space needs are met.

9. Manages staff responsible for continually reviewing space inventories to ensure spaces are fully utilized.

10. Provides support and counsel on all aspects of real estate and leasing to the Director, Capital Planning and Leasing, Executive and other senior health care leadership.

11. Develops and recommends real estate location and transactional decisions crucial to Island Health's operating objectives and which affect the operation or delivery of program, services or equipment. This includes developing thorough business cases which address key elements required for decision making.

12. Prepares and negotiates lease, license, acquisition and disposal of real property, property maintenance and other key contracts. Liaises with lawyers, real estate brokers, landlords, First Nations, municipal and provincial government departments, regional districts, land surveyors, appraisers, project planners, consultants and various user groups as appropriate.

13. Manages multi-million dollar annual lease budgets, forecasts and costs to ensure budgets are not exceeded.

14. Manages multi-million dollar lease project renovations costs to ensure budgets and cash flows are achieved.

15. Prepares various real estate and leasing reports, including briefing notes, business cases for senior management, Board and Ministry review and/or approval. These reports will support decision-making on issues which have short and long term budget implications and directly affect delivery of programs.

16. Manages staff responsible for construction projects and renovations at leased sites. This includes participating in feasibility analysis and project budget estimates, monitoring project planning and reviewing construction contracts and schedules to ensure lease commitments are met. Manages staff responsible for evaluating consultant selection, project tendering and strategic initiatives, as well as review and critique drawings and specifications provided by internal staff and outside architectural and engineering consultants. Ensure drawings are consistent with project scope and budget.

17. Work closely with Island Health colleagues to identify and implement collaborative opportunities to optimize the value of real estate through space use and enhancement of work environments.

18. Promotes long-term sustainability objectives through the development of revenue generating projects and real estate planning projects, business vases and lease strategies.

19. Analyses, interprets and evaluates existing real estate processes and guidelines for effectiveness, practicality and application; and develops and proposes new methods, criteria and policies that enhance existing standards through process consolidation and standardization.

20. Prepares updates as needed of the Strategic Plan, Health Services Plan and other similar corporate planning documents as they relate to space, facilities and capital costs.

21. Manages two to three staff.

22. Plans and facilitates master site utilization. Facilitates user group planning sessions leading to the identification of phased series of capital projects (renovations, improvements, expansions) as needed to meet service requirements.

23. Performs other duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

A level of education, training and experience equivalent to a Bachelor's degree in a related discipline such as Health Services Administration, Business Administration and Planning, or a related/equivalent discipline or professional designation supplemented with seven (7) years recent and related experience in health services planning, project management, and/or commercial real estate.

Skills And Abilities

- Specialized knowledge of commercial real estate practices and procedures, commercial lease documents, property management practices and procedures, real estate appraisal methods and practices and construction standards/costing.
- Specialized knowledge of appropriate legislation, by-laws and relevant codes and provincial/national standards.
- Demonstrated ability to negotiate effectively with internal and external parties including the ability to facilitate consensus with various stakeholders.

- Proven initiative, judgment and decision-making capabilities including demonstrated ability to lead, plan, manage, organize and problem solve.
- Proven ability to prudently manage and balance corporate budgets effectively.
- Demonstrated ability to implement and manage change initiatives and create innovative solutions for complex and diverse issues.
- Ability to foster a climate of cooperation and build solid relationships with public agencies, First Nations, government offices, and other partners.
- Proven ability to define/amalgamate diverse organizational requirements, develop financial parameters, resolve issues, identify and mitigate operational project risks and develop long-range plans.
- Proven facility project management expertise including the ability to manage consultant contracts, capital projects, contracted services and capital planning.
- Demonstrated ability to effectively manage strategic planning and design projects.
- Ability to operate related equipment, including related software applications.
- Physical ability to perform the duties of the position.
- Valid BC Driver's License.