



NON-CONTRACT ROLE DESCRIPTION

JD2106

ROLE TITLE:	Capital Planner	ROLE DESCRIPTION NO.:	00576
DEPARTMENT:	Capital Planning and Leasing	HEABC REFERENCE NO.:	1872231
REPORTING TO:	Manager, Capital Planning & Leasing	HSCIS CODE:	03025
CLASSIFICATION:	NCEM/Range 8	JOB CODE:	03022A

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 Manager, Capital Planning and Leasing, the Capital Planner provides a leadership role for capital planning and facilities utilization for Island Health. The Capital Planner supports senior management in identifying facility and land requirements resulting from corporate service decisions and assists with leading in functional programming and space utilization analysis for the provision of such facilities.

DUTIES AND RESPONSIBILITIES:

1. Provides planning and technical advice to Island Health programs in support of the capital planning and space utilization processes for the identification and budgeting of Capital projects, major equipment and space requests.
2. Assists the Director and Manager with the development of annual and long-term capital plans in adherence with the Island Health Strategic Plan, Ministry of Health Services policy and the requirements of Regional Hospital Districts.
3. Works with Directors, Managers and departmental staff within their portfolios in the determination and planning of capital projects required to meet their program objectives. Works with program/support portfolios in identifying delivery models and determining the resultant long-term space needs, and coordinating such needs across portfolios.
4. Supports community and master site planning and facilities 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.
5. Assists and directs portfolio user groups through the process of functional programming, to develop detailed descriptions of service delivery, including patient and materiel flow, staffing levels, departmental adjacencies and space requirements, in preparation for the design and construction of new or renovated facilities.
6. Assists the Director and Manager in the management of the Island Health lease portfolio. Maintains lease files as necessary and approves expenditures. Works closely with lease management consultants to establish space standards, maximize space efficiencies, implement lease negotiations and identify and manage tenant improvement projects. Recommends and facilitates program initiatives to relocate and/or consolidate services with a view to improve access and reduce cost.
7. Manages corporate space utilization and allocation, including maintenance of space inventory/standards/guidelines and property records and drawings of facilities. Reviews space requirements, provides space utilization alternatives, makes recommendations on allocation of facility space assignments, and coordinates effective and efficient use of space. Works with the Site Administrators to approve space allocations.
8. Manages the acquisition and disposition of land and buildings within established policies and long-term goals of

Island Health.

9. Prepares Capital Planning updates, as needed, for the Strategic Plan, Health Service Plan and other similar corporate planning documents as they relate to space, facilities and capital cost impact of developments in the various regional care programs.

10. Hires and supervises consultants contracted to assist in completing specific planning projects.

11. Performs other duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

A level of education, training and experience equivalent to a bachelors degree in health services administration and planning, architecture or engineering, or a related/equivalent discipline or combination of education and experience, and six (6) years progressive work experience in health services planning and project management.

Skills And Abilities

- Thorough knowledge of hospital and health facility capital planning, capital funding and construction management processes.
- Demonstrated leadership ability and highly developed interpersonal, communication and team building skills.
- Demonstrated commitment to client focused services and teamwork.
- Ability to integrate administrative, professional and operational aspects of the department throughout Island Health in an effective and efficient manner.
- Ability to develop and nurture an environment where quality improvement principles are embraced and used on a continuous basis.
- Demonstrated organizational, financial, and project management skills.
- Valid driver's license and vehicle necessary as this position will be required to travel throughout the area.