



Make working for  
The City work for you.



## Program Planner

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

As the Program Planner you will be responsible for the pre-design phase of design/construction projects. This includes managing and leading staff and consultants and coordinate funds and time required for the planning and programming of City of Calgary facilities. Primary duties include:

- Complete stakeholder engagement, site analysis, space programming, concept development, construction cost analysis and value engineering; complete these tasks for both workplace accommodation projects and program planning projects.
- Lead and develop processes to analyze space requirements, constraints and opportunities of a proposed site and the cost versus budget.
- Present, facilitate and lead process improvements to improve facility/site performance.
- Identify and set project priorities and ensure that client Business Units, stakeholders and the Corporation are moving towards common goals and outcomes.
- Track industry and competitive trends, scenario/opportunity analysis, identify business threats, look for innovative strategic solutions, and develop creative action plans and key performance metrics.
- Work collaboratively, creatively, and analytically with senior management and both internal and external stakeholders to define project scope, goals, and requirements that support business goals.
- Identify, prioritize, and authorize all capital projects or programs for a portfolio of facilities.

### Qualifications

- A degree in a related field such as Engineering, Architecture, Interior design, Urban planning, or Planning is required.
- Registration or eligibility for registration with the applicable professional association is required.
- At least 5 years experience with Workplace Planning including at least 2 years experience in Program Planning/Facility Planning (portfolio planning, strategic planning, and/or medium to long term corporate portfolio planning).
- Experience in preparing and presenting management level reports is required.
- Experience in facility management would be considered an asset.
- Intermediate proficiency of facility management software (for example, ARCHIBUS and CAD software) is an asset.
- Negotiation and mediation skills would be assets.
- Ability to manage multiple projects simultaneously ranging from small to multi-stakeholder, complex and high volume projects is essential.
- Success in this position requires leadership skills, facilitation skills and excellent communication skills.

### Pre-employment Requirements

- Successful applicants must provide proof of qualifications.

Union: CUPE Local 38  
Position Type: 2 Permanent  
Compensation: Pay Grade 12 \$43.33 - 57.93 per hour (2022 Rates)  
Hours of work: Standard 35 hour work week  
Audience: Internal/External

Business Unit: Facility Management  
Location: 800 Macleod Trail S.E.  
Days of Work: This position works a 5 day work week with 1 day off in a 3 week cycle.  
Apply By: August 31, 2022  
Job ID #: 306069

Apply online at [www.calgary.ca/careers](http://www.calgary.ca/careers)