



Make working for  
The City work for you.



## Corporate Facility Portfolio 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 Corporate Facility Portfolio Planner, you are the first in the value chain of planning and supporting the programs of the Building Infrastructure Business Unit within the City and delivering viable solutions to meeting your clients' requirements. You will be responsible for managing facility planning projects from start to finish, including gathering requirements, developing portfolio level solutions, defining programs and projects, facilitating approvals, and delivering in the context of long-term strategies programs within the Business Unit. Primary duties include:

- Relationship Management with key clients and facilitating cross corporate teams in gathering and understanding individual program requirements and gaining consensus.
- Manage program planning projects from start to finish including developing scopes of work, charters, program and project plans cost estimates, pro formas, benefit analysis, capital and operating business cases, presentations and reports.
- Lead and manage consults, budget, public engagement, governance, and workshops.
- Conduct analyses on the City's portfolio including spatial, building, financial and service demand analysis.
- Develop program plans, including real estate optimization strategies, feasibility analysis, and master plans.
- Facilitate the onboarding of programs from the City's portfolio.
- Facilitate moving facility solutions through internal decision-making processes and Council including delivering presentations, writing reports, and presenting recommendations.
- Lead continuous improvement activities to support improvement to the corporate portfolio management approach including developing policies, frameworks, strategies, processes, and tools to enable consistent execution of work and processes.
- Maintain a client focus, with corporate goals in mind, while tackling a wide variety of problem and issue areas in finance, planning, political, legal and regulatory, engineering, development and service provision.

### Qualifications

- A degree in Planning, Architecture, Engineering, Business Project Management, or related field with at least 8 years of experience in facility project development and delivery and/or project pre-design and feasibility analysis is required; OR
- A master's degree in one of the above fields with 5 years of experience in facility project development and/or project pre-design and feasibility analysis.
- Advanced proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook, Project) is essential.
- Experience in a municipal, government or non-profit environment is preferred.
- Working knowledge of program management would be an asset.
- A professional designation in any of following fields is considered an asset: Planning, Facility Management, Project, Program or Portfolio Management, Architecture, Corporate Real Estate, Change Management, or Engineering.
- Working knowledge of ArcGIS, Integrated Workplace Management Systems (such as Archibus), Power BI, Program and Project Management Tool (P2M - City Internal) relational databases is considered an asset.
- Success in this position requires the ability to think strategically, solve complex problems, and execute within an ambiguous environment.
- The ideal candidate has demonstrated skills and experience in relationship management, political acumen and well-developed skills in communicating to all levels of the organization.

### Pre-employment Requirements

- Successful applicants must provide proof of qualifications.

**Workstyle:** This position may be eligible to work from home for at least part of the time as one of several flexible work options available to City employees. These arrangements depend on the operational requirements of the role, employee suitability, and are subject to change based on operational needs and corporate direction.

Union: CUPE Local 38	Business Unit: Facilities
Position Type: 1 Permanent	Location: 800 Macleod Trail SE
Compensation: Pay Grade 12 \$47.01 - 62.84 per hour	Days of Work: This position works a 5 day work week with 1 day off in a 3 week cycle.
Hours of work: Standard 35 hour work week.	Apply By: July 10, 2025
Audience: Internal/External	Job ID #: 312208

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