



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](https://www.calgary.ca). 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 a Corporate Facility Portfolio Planner, you are the first in the value chain of planning facilities for 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 objectives for the facility portfolio. Primary duties include:

- Manage relationships with key clients and facilitating cross corporate teams in gathering and understanding facility requirements and gaining consensus.
- Develop Facility Programs and Projects from start to finish including: developing scopes of work, charters, program and project plans cost estimates, pro formas, benefits analysis, capital and operating business cases, presentations, and reports.
- Lead and manage consultants, budget, public engagement, governance, and workshops.
- Conduct analyses on the City's facility portfolio including spatial, building, financial and service demand analysis.
- Develop portfolio and program plans, including real estate optimization strategies, feasibility analysis, and master plans.
- Facilitate the onboarding and offboarding of facilities 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 or related field with at least 8 years of experience in Facility Project Development, Urban Planning, Architecture and/or project pre-design and feasibility analysis; OR
- A master's degree in the above fields with at least 5 years of experience in Facility Project Development, Urban Planning, Architecture 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.
- 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), 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 successful candidate will have 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 as one of several flexible work options available to City employees. Such arrangements are based on the operational requirements of the position and employee suitability and are subject to change based on operational needs and corporate direction.

Union: CUPE Local 38  
Position Type: 2 Temporary (up to 18 months)  
Compensation: Pay Grade 12 \$47.01 – 62.84 per hour  
Hours of work: Standard 35 hour work week  
Audience: Internal/External

Business Unit: Project Development  
Location: 800 Macleod Trail SE  
Days of Work: This position typically works a 5 day work week, with 1 day off in each 3 week cycle.  
Apply By: April 22, 2025  
Job ID #: 311801

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