



Where ideas work

**Ministry of Education  
Victoria**

**Capital Planning Officer  
\$72,724.97 - \$83,014.85 annually**

There are currently 2 temporary opportunities available until approximately July 2022 that may become permanent.

**It's your time to Achieve, Excel and Succeed in this career building role**

The Capital Management Branch coordinates approval of funding and provides oversight of major capital programs and projects. As such, being able to build effective and strategic relationships is key to this position.

As a Capital Planning Officer, you will be the first point of contact for school district management staff for projects relating to capital funds. Part of this work is also analyzing business cases and preparing reports for funding approval of project such as new schools, additions, roof replacements and building envelope repairs.

We work together with school districts to get their capital project funding approved and to provide oversight on the project process. You will need to be a multi-tasking pro who is able to track multiple reports at once and report back on budgeting issues. You will always also need to be a thorough and clear communicator. This position can be expected to travel periodically to meet business needs with per diems and travel expenses covered.

The BC Public Service is an award winning employer and offers employees competitive benefits, amazing learning opportunities and a chance to engage in rewarding work with exciting career development opportunities. For more information, please see [What We Offer](#).

The [Indigenous Applicant Advisory Service](#) is available to applicants that self-identify as Indigenous (First Nations, status or non-status, Métis, or Inuit) seeking work or already employed in the BC Public Service. For advice and guidance on applying and/or preparing for an interview for this opportunity, we invite applicants to connect with the Indigenous Applicant Advisor Amanda by email: [IndigenousApplicants@gov.bc.ca](mailto:IndigenousApplicants@gov.bc.ca) or by phone: 778-698-1336.

**Qualifications for this role include:**

- Bachelor's Degree or higher in a related field such as Planning, Architecture, Civil or Structural Engineering **and** a minimum of 1 year **\*recent** (within the last 5 years), related experience; **OR**
- Post-Secondary Diploma in a related field such as Planning, Architecture, Civil or Structural Engineering **and** a minimum of 3 years **\*recent** (within the last 5 years), related experience; **OR**
- An equivalent combination of education **and** **\*recent**, related experience may be considered.

**\*Recent** (within the last 5 years), related experience includes:

- Managing and contributing to project teams.
- Developing and preparing recommendations, project plans and/or reports for executives.
- Creating and maintaining spreadsheets.

**For more information and to apply online by August 12, 2021, please go to:**  
<https://bcpublicservice.hua.hrsmart.com/hr/ats/Posting/view/78883>