

Update

Ministry

Agriculture and Irrigation

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Grants Specialist

Current Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

To better reflect it's operational responsibilities, the position title will be updated from "Senior Grant Coordinator" to "Grants Specialist". No other changes have been made.

All duties and accountabilities remain unchanged from the version previously approved by the ADM on September 29, 2025.

Responsibilities Removed:

The required education section has been updated to remove "Economics" as a focus/major to better align the qualifications to the role. No responsibilities have been removed as part of this revision.

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Manager, Sustainable Agriculture Programming, the Grants Specialist provides essential coordination of grant program process development, delivery, and reporting for Sustainable Canadian Agricultural Partnership (S-CAP) grant programs, including the Resilient Agricultural Landscape Program (RALP). The main responsibilities of this position are (1) grant program process development and delivery, including strategic support for grant file management, applicant relations, ensuring projects are technically sound, and project proposal reviews; (2) quality control of grant delivery deliverables and products; (3) providing subject matter expertise to support the development, evaluation, project management, and reporting of one-off grants and contracts; and (4) providing support for meeting section and branch operational priorities. The Grants Specialist works within a highly flexible and complex team environment to support the Department's strategic outcome of effective resource management practices to support agriculture sector success. The S-CAP programs support primary producers to improve environmental sustainability on their operations.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

Under the general direction of the Manager, the Grants Specialist will be responsible for providing grants management expertise to coordinate processes for S-CAP grant program development, delivery, and reporting. To help ensure successful grant program implementation and delivery, the position works with government and industry stakeholders.

Outcome 1. Support development and implementation of grant program administrative processes.

Main activities include:

- (1) Coordinate and collaborate with the Manager and team to set programming direction and grant process plans, including setting delivery standards.
- (2) Identify areas for process improvements and enhancements to grant programs, including through liaising with the key Department program areas such as the CAP Secretariat, Financial Services, and other Department programming staff.
- (3) Create comprehensive grant documents that align with programming direction and the needs of the end user.
- (4) Ensure compliance with government legal and regulatory requirements, including liaising with key Government of Alberta program areas such as Legal Services, Financial Services, and the CAP Secretariat to develop legal program documents.

Outcome 2. Delivery of effective grant programs.

Main activities include:

- (1) Communicate with grant program applicants to support completion of application documents, and providing support and guidance as needed.
- (2) Review applications for eligibility, appropriate funding levels, and technical/content information gaps based on program criteria.
- (3) Monitor and interpret financial information and produce and analyze reports to assist management in decision making.

Outcome 3. Evaluation and reporting on grant program outcomes.

Main activities include:

- (1) Provide support for budget recommendations and budget forecasting, including regular tracking and communicating of budget balances.
- (2) Monitor, evaluate, and review grant status, payments, and on-site verifications, including coordinating with the Financial Services to support resolution of compliance issues, as needed.
- (3) Collect, input, and report information regarding program performance measures from grant-funded projects, including liaising with the CAP Secretariat as appropriate.
- (4) Ongoing collaboration with the Manager and team to adapt to evolving program changes.

Outcome 4. Development, evaluation, project management, and reporting of one-off grants and contracts.

Main activities include:

- (1) Provide expertise and guidance throughout the entire lifecycle of one-off grants and contracts, from proposal evaluation to grant/contract development, project management, and reporting.

- (2) Identify potential risks associated with funding decisions and develop and recommend specific conditions to mitigate these risks.
- (3) Communicate with one-off grant and contract recipients when additional information or clarification of accountability reports is required.
- (4) Prepare summary status reports for management review.

Outcome 5. Provide support for other Section and Branch operational priorities.

Main activities include:

- (1) Provide programming advice and recommendations, including through briefing notes, summary reports, and decision-making materials as required.
- (2) Analyze, summarize, and interpret data to be included in the business plan and annual report.
- (3) Collaborate with other teams, sections, and branches in the completion of Department initiatives.



Problem Solving

Typical problems solved:

- (1) Development of grant processes and documentation requires continuous training, engagement, and relationship building.
- (2) Delivering grant programs requires considerable understanding of (a) agricultural issues and (b) grant program processes and tools.
- (3) Adjusting to changing programming priorities and deadlines requires flexibility, creativity, and organization.
- (4) Coordinating program development, delivery, and reporting processes requires significant networking and collaboration.
- (5) Work under limited supervision requires the ability to be a self-starter and independent thinker.
- (6) Interpreting applicant concerns and resolving conflicts requires a strong knowledge base and relationship skills.
- (7) Reporting on performance measures requires comprehensive and detailed analysis of complex programs.

Types of guidance available for problem solving:

- (1) Ministry priorities and the Branch strategic plan provide guidance on new programs and initiatives.
- (2) The Section Director provides guidance on programming development and decisions, as well as on Section, Branch, and Ministry strategic direction and operational priorities.
- (3) Manager provides background information, direction, and timelines related to Branch and Department priorities.
- (4) Program Delivery Team provides collaboration and support to developing and delivering programs.
- (5) Agri-Environmental Policy Unit provides expertise and input on agri-environmental policy and strategy.
- (6) Section management, Legal Services, Financial Services, CAP Secretariat, and other Ministry technical experts provide (a) input on program development, delivery, and reporting and (b) support on grant and contract development.
- (7) Agricultural stakeholder groups provide industry perspective on agri-environmental pressures and priorities.

Direct or indirect impacts of decisions:

- (1) Program design and the success of the grant delivery process will have a direct impact on (a) industry priorities and goals and (b) Federal-Provincial commitments.
- (2) Performance measurement and reporting will have a direct impact on (a) demonstrating the value of agri-environmental programs for the primary agriculture industry and (b) establishing alignment with government objectives.
- (3) Program delivery processes will have a direct impact on grant program uptake and financial operations.

Key Relationships

Major stakeholders and purpose of interactions:

(1) Other Section, Branch, and Ministry Staff

- Collaborate with other program delivery and policy/strategy staff to develop, deliver, report on, and assess programs.
- Collaborate with Financial Services and the S-CAP Secretariat to seek guidance on government legal and regulatory requirements to ensure government policies and procedures are followed in the development of new programs.
- Connect with technical experts to ensure applications are reviewed for technical merit and eligibility requirements.
- Collaborate with Ministry evaluation and performance measurement experts.
- Work with others to develop briefing notes, communication documents, and engagement materials.

(2) Other Government of Alberta Ministries

- Engage Alberta Justice (Legal Services) to seek guidance on government legal and regulatory requirements to ensure government policies and procedures are followed in the development of new programs.
- Collaborate with subject matter experts in Alberta Environment and Parks on agri-environmental issues relevant to grant programs.

(3) External Stakeholders (e.g., primary producers, non-profit organizations, and municipalities)

- Communicate with, and support, primary producers in relation to the grant programs.
- Communicate with, and support, contract proponents during a Request for Proposal process.
- Share information with Agricultural Service Boards (ASBs) to support effective program promotion and delivery.
- Connect with Agricultural Research and Extension Council of Alberta (ARECA) staff to verify the completion of Environmental Farm Plans to ensure grant program requirements are met.
- Connect with technical experts to determine eligibility of potential projects under grant programs.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Other		

If other, specify:

Environmental Science/Studies, Agriculture, Public Administration, or other related field

Job-specific experience, technical competencies, certification and/or training:

- (1) To provide expertise and guidance, the position requires:
- University graduation in a related field plus 2 years progressively responsible related experience.
 - Education and work experience to form a basis for understanding agri-environmental challenges and opportunities.
 - Knowledge of agricultural practices in Alberta.
- (2) To ensure effective and efficient grant program development, delivery, and reporting, the position requires:
- Experience working on grant program development, delivery, and reporting.
 - Significant understanding of grant program processes and tools.
 - Strong analytical ability, both with data and textual information, uses problem solving and judgement skills.
 - Excellent project management skills and multi-tasking capabilities.
 - Understanding of performance measurement implications and ability to articulate clear and practical recommendations.
 - Ability to work independently.
- (3) To ensure productive collaborative efforts and stakeholder interactions, the position requires:
- Good written and verbal communications skills.
 - Interpersonal and networking skills - many of activities require both internal and external cooperation from a variety of stakeholders.
 - Clear, concise communication of complex topics (i.e., ability to write in plain language for a variety of audiences).

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes a long-term view towards organization's objectives and how to achieve them: <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions 	<ul style="list-style-type: none"> - Developing a system that merges the program priorities with the grant recipient priorities. This will impact program delivery and program uptake. - Program uptake is crucial in meeting Ministry and Federal-Provincial budget targets. - Work with Financial Services to suggest

		<p>and plans aligned with APS values</p> <ul style="list-style-type: none"> • Works with others to identify areas for collaboration 	<p>improvements to the on-line granting system (GMS). System improvements benefit all grant program areas and users.</p> <ul style="list-style-type: none"> - Collaborates with the Manager and delivery team in grant process changes and meeting of delivery standards.
Drive for Results	○ ○ ● ○ ○	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	<ul style="list-style-type: none"> - Identifies budget pressures and provides reports to the Manager with recommendations. - Constant communications with Manager and grant delivery team to ensure grant processes and regulations are being followed. Identifies grant delivery issues and works with team on solutions. - Pro-actively explores opportunities for process
Build Collaborative Environments	○ ○ ● ○ ○	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	<ul style="list-style-type: none"> - Seeks out technical advice from experts related to grant program applications. - Makes recommendations for decisions on grant applications based on the information provided by the applicant and the expert analysis. - Builds relationships with Legal Services, Financial Services, and the CAP Secretariat to (1) support the development of new grant programs and (2) pro-actively address grant issues and improve delivery efficiencies. - Maintains communications with Manager and program delivery team, and creates space for all team members to share ideas, provide feedback and suggest improvements.
Creative Problem Solving	○ ○ ● ○ ○	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve 	<ul style="list-style-type: none"> - Under the general direction of the Manager, leads the grant program process evaluation at the end of every grant cycle to determine areas for

