

Reclassification

Ministry

Seniors, Community and Social Services

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Grant Advisor

Current Class

Program Services 2

Requested Class

Program Services 3

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Housing Capital Programs Branch



Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Manager, Capital Grants

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

The request is to re-classify the position from a Program Services 2 to a Program Services 3 to support the functions now required in the Housing Divisions Capital Grants programs. This position has undertaken significant work and strategic initiatives to support *Stronger Foundations: Alberta's 10- Year Strategy* to address affordable housing across the province. This includes the development and implementation of new Capital Grant programs and creation of agreements and reporting templates to support the new programs. Additional programs are expected to be approved in Capital Plan 2025 increasing the need for higher level skill sets to deliver on the volume and complexity that is coming.

This change will also align these positions within our current as well as other Ministries' classifications and enable our division be competitive to recruit the skill set required to deliver this enhanced scope.

Responsibilities Removed:

None

Job Purpose and Organizational Context

Why the job exists:

This position is part of the Capital Planning and Reporting team, reporting to the Manager of Capital Grants. This position is required to effectively and efficiently deliver the Housing Division Capital Grants in alignment with the *Stronger Foundations* strategy and under the provinces Capital Plan. These include grants used to build new affordable housing and improve existing housing.

This position is key to supporting the implementation and delivery of policies and business processes associated with the capital grant program life cycle, including those applicable to evaluation of grant applications, reviewing specific grant agreements, and monitoring of the information to ensure compliance with terms and conditions of grant agreements associated with various housing capital programs. This position functions within the parameters of applicable legislation, regulations, policies, and guidelines.

This position requires the development and maintenance of a strong network of collaborative relationships with division and Ministry representatives and internal and external stakeholders. As a GOA representative, this position provides advisory support to grant recipients and is a subject matter expert of the capital grant programs being delivered. In addition, this position provides input to reports pertaining to outcomes and changes to the capital grant programs for the consideration of senior decision-makers.

Responsibilities

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

1. Housing Capital Grant program agreements are prepared, monitored, reviewed, and analyzed to ensure compliance with terms and conditions of applicable capital grant agreements.

Activities include:

- Requests the receipt of required reports, liaising with grant recipients and other stakeholders to clarify and explain submission timelines and requirements as required.
- Reviews and analyzes required reports received from grant recipients, performing initial assessment based on established criteria to determine compliance and follows up with grant recipients with late submissions, request for additional information, respond to enquiries, and resolve concerns as appropriate.
- Updates database (known as HOME) and other monitoring trackers with the require grant reporting documents received from the grant recipient.
- Participates in developing enhancements to forms, templates, and other tools distributed to grant recipients to support them in preparing their reports.
- Recommends process improvements for capital grants reporting for the capital grant programs and implements improved changes.

2. Consultation, guidance, and information are provided to grant recipients and other stakeholders in relation to Capital Grant programs.

Activities include:

- Responds to enquiries from grant recipients relating to issues associated with the Capital Grant programs.
- Provides information an guidance to the grant recipients regarding reporting requirements and other obligations associated with the terms and conditions of the grant agreements.
- Schedules, prepares for, and conducts meetings as required with grant recipients to address areas of non compliance of the grant requirements develops recommendations and prepares and follow up on action plans.
- Prepares grant agreements and amendments including liaising with the grant recipients, Legal Services, Financial Support Services, and senior leadership etc. to clarify requirements and implement solutions to resolve issues and ensure agreements and amendments are reviewed, approved and executed as per the execution processes.
- Participates in training sessions, information meetings, conferences etc to develop stakeholder understanding of obligations and expectations in relation to demonstrating compliance with the various capital grant program agreements.

3. Capital grant financial and outcome related information is reviewed and reported in accordance with relevant legislation, regulations, policies, directives, and guidelines.

Activities include:

- Provides information to and responds to inquiries from grant recipients to ensure understanding of eligible expenditures and reporting requirements associated with grant agreements.
- Reviews and validates claims associated with grant agreements and recommends approval of payments and financial claims prior to submission for processing.
- Collaborates with other areas of the branch, division, and Ministry as appropriate to ensure timely and accurate processing of grant payments.

4. The Manager and other senior staff are supported in achieving mandate and goals of the unit and division.

Activities include:

- Assists with providing information for briefing notes, action requests, and other documents for submission to senior representatives, including executive team and Minister.
- Identifies issues and opportunities associated with the Capital Grant programs including concerns or issues posing potential risk to the Ministry and refers unusual or contentious situations to the Manager along with associated recommendations.
- Participates in the implementation of *Stronger Foundation* and working closely with other housing division branches.
- Participates in the continual improvement and streamlining of unit business and operational processes.
- Develops and maintains effective working relationships with and provides assistance and information to other areas of the branch, division, and Ministry.
- Participates in working groups and teams at branch, division, Ministry, and cross- ministry levels as required.

Problem Solving

Typical problems solved:

The position is responsible for the day-to-day monitoring of the capital grants and provides client service in a professional, customer service oriented and competent manner. This position is relied on to provide input for the continual improvement of unit policies and processes. The Grant Advisor must be knowledgeable of the various capital grant programs and agreements, along with the business processes, operational policies and guidelines. This position has a key role in coordinating report monitoring processes and assessing reports for completeness in accordance with established criteria. In addition, the Grant Advisor develops grant agreements and amendments as directed. This position identifies and resolves issues relating to monitoring and assessment of required reports from grant recipient, interacting with stakeholders to ensure compliance with agreements, directives, policies, and procedures. This position responds to a high number of requests for verbal or written information pertaining to grants or broader grant related policies and issues. Some requests have short turnaround times.

This position demonstrates initiative and creativity when developing recommendations to enhance processes and tools, resolving issues, and explaining grant agreements requirements to stakeholders.

The Grant Advisor must be able to explain accountability requirements, identify and resolve disputes or misunderstandings, manage relations with diverse stakeholders.

Types of guidance available for problem solving:

This position supports the delivery of provincial housing capital grant programs and works with supervision within the parameter of established ministry and government administration policies, processes and procedures. This position is expected to use existing grant program knowledge and expertise to solve problems with tools such as previous responses or actions taken for similar problems, using program materials and researching on-line to obtain information, if applicable. The Manager provides guidance, reviewing work for quality of judgment exercised and alignment of activities with guidelines and processes.

This position functions with independence when determining priorities and areas of focus and exercises judgment and discretion when reviewing reports and clarifying terms and conditions of the various capital grant agreements. This position consults with the Manager for matters with potential for significant impact

on unit operations, allocations or resources, or program delivery. Major issues related to reporting and other information submitted by grant recipients and development of grant agreements and amendments are discussed with the Manager, as are particularly sensitive and/or contentious situations pertaining to stakeholder relations.

Direct or indirect impacts of decisions:

This position has direct impact on the:

- Clarity and accuracy of policies, processes, and procedures that contribute to development and execution of Capital Grant programs.
- Maintaining positive relationships with grant recipients and providing excellent client service on grant programs is critical.
- A requirement of being detail oriented is necessary during the drafting of agreements, reporting documents and financial materials and with information provided to stakeholders to address uncertain or incorrect information. There is a strong focus on ensuring relationships are maintained and positive outcomes are obtained.

Key Relationships

Major stakeholders and purpose of interactions:

This position interacts with both internal and external stakeholders on matters related to Capital Program Grants and has regular and ongoing contact with:

- Housing Division representatives to exchange information, develop and present reports, analysis, and recommendations relating to compliance with grant requirements, grant utilization, and outcomes; resolves issues, develop recommendations and coordinate activities.
- Ministry Corporate Services representatives (eg. Legal, Communications, Finance) to follow up on requests for information; provide background information for press releases, grand openings, Minister visits, and media inquiries; seek legal opinions, ensure compliance with budget and grant disbursements; and represent unit on initiatives within at the Ministry level.
- Capital Program Grant recipients to exchange information, clarify reporting requirements, review, monitor and analyze information, including identifying issues and find solutions to resolve issues collaboratively as they arise.
- Representatives of other ministries, the Office of the Auditor General, and CMHC to exchange information, respond to inquiries, provide support and information for audits and other activities, ensure compliance with grant funding agreements and grant processes and build relationships.

The frequency of contact varies based on program needs and the grant life cycle.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

University graduation in a related field plus 2 years progressively responsible related experience; or equivalent as described below:

Equivalency: Directly related education or experience considered on the basis of:

- ☐ 1 year of education for 1 year of experience; or
- ☐ 1 year of experience for 1 year of education

Assets:

- ☐ Previous experience with grant program delivery and working with other orders of government is an asset.
- ☐ Understanding of the mandates and roles of ASHC, CMHC, third party housing providers, municipalities, industry associations and other ministries involved in the delivery of stable and sustainable lower- cost housing for Albertans in need.

Skills:

- ▣ Strong organizational and time management skills to coordinate and prioritize multiple activities, monitor multiple grants.
- ▣ Knowledge of computer applications, and experience with databases and information management systems.
- ▣ Public speaking and strong communication skills both written and verbal to facilitate interaction with internal and external stakeholders regarding grant programs.
- ▣ Advanced human relations skills to deal with a variety of clients, attitudes, and sensitive situations.
- ▣ This position is required to act with initiative and independence. The ability to work independently and within a team environment is also necessary.
- ▣ Consistently demonstrate initiative, flexibility, political sensitivity, and creativity.
- ▣ Knowledge of relevant legislation, regulations, and guidelines (e.g *Housing Act*, *Grant Regulations Act*, *Financial Administration Act*, *Freedom of Information and Protection of Privacy Act*).

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		
Creative Problem Solving	☐	☒	☐	☐	☐	Focuses on continuous improvement and increasing breadth of insight: • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices	Looks for new ways to improve grant processing results, exploring innovative approaches to enhance efficiency and effectiveness. Explores different work methods and draws upon past projects, identifying successful strategies to optimize Capital Grant programs in Alberta. Engages with other teams (internal, other ministries, intergovernmental) to assess the problem and come up with solutions.
Drive for Results	☐	☒	☐	☐	☐	Works to exceed goals and partner with others to achieve objectives: • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed	Monitors program delivery timelines and reporting requirements to ensure program reporting is completed in a timely and efficient manner. Responds to stakeholders and addresses challenges efficiently and effectively to ensure excellent client

		expectations	service.
Systems Thinking	☐ ☒ ☐ ☐ ☐	Considers inter-relationships and emerging trends to attain goals: • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences	While primarily focused on the objectives and outcomes of the Capital Grants programs, works to develop a conscious awareness of how they relate to other government and nongovernment funding sources, and how those relationships may impact program objectives and delivery. Collaborates with others in program teams, divisions, and external ministries, to define potential conflicts and determine solutions.
Agility	☐ ☒ ☐ ☐ ☐	Works in a changing environment and takes initiative to change: • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines	Anticipates and adjusts behavior to changes in the policies and programs, ensuring alignment with the <i>Stronger Foundations</i> strategy and Capital Grants. Remains optimistic, calm, and composed in stressful situations related to grant development, processing, and monitoring fostering a positive and adaptable work environment. Seeks advice and support to navigate changes effectively, collaborating with stakeholders to address challenges and optimize outcomes.
Build Collaborative Environments	☐ ☒ ☐ ☐ ☐	Facilitates open communication and leverages team skill: • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others	Engages with other program delivery teams to share grant delivery expertise, address program delivery and compliance challenges with the same clients across multiple programs, and collaborates with other teams to proactively resolve capital grant issues.