

Ministry

Environment and Protected Areas

Describe: Basic Job Details

Position

Position ID

Position Name

Grant Coordinator

Current Class

Program Services 4

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

Water & Circular Econ / Watershed Resilience & Pre

Supervisor's Position ID

Supervisor's Position Name

Grants & Business Svcs Manager

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

NA

Responsibilities Removed:

NA

Job Purpose and Organizational Context

Why the job exists:

This position is within the Watershed Resilience and Grants section, which is responsible for delivering the department's Drought and Flood Protection Program (DFPP).

Reporting to the Grants and Business Services Manager, the Grant Coordinator supports the delivery of the

DFPP, Alberta Community Resilience Program (ACRP), Flood Recovery and Erosion Control Program (FREC), and other municipal flood mitigation grants. The role ensures effective grant administration and compliance, while supporting community protection from future flood and drought events.

With knowledge of departmental water policies, land use policies and plans, and relevant legislation (*Environmental Protection and Enhancement Act*, *Public Lands Act*, and *Water Act*), the Coordinator provides guidance to inform infrastructure funding and development decisions. The role involves working autonomously and with cross-government collaboration, including work with federal, municipal, and Indigenous stakeholders.

The Grant Coordinator works independently, addressing complex, sensitive issues through practical, innovative, timely solutions aligned with ministry priorities. The role contributes to a coordinated, risk-based provincial approach to watershed and community resilience.

Responsibilities

- 1) As a municipal liaison, this position is the first, and in many cases single, point of contact with municipalities, First Nations, and Metis organizations on grant programs related to drought and flood protection. The incumbent leads process and administration, and is responsible for ensuring proponents are informed and engaged in the program, as appropriate.
 - a) Provide advice to municipal and First Nation governments and Metis organizations on mitigation funding opportunities.
 - b) Work directly as the single point of contact with local government and elected officials for the administration of DFPP, ACRP, FREC and other flood mitigation grants.
 - c) Facilitate any work with municipalities, First Nations and Metis organizations that have grant agreements, and ensure that any issues associated with these agreements are identified and addressed.
 - d) Attend meetings with municipal, First Nations, and Metis officials and councils and local residents, as required to represent the department and ensure the understanding of grant programs and any local issues.
- 2) This position plays a role in issues management. The Grant Coordinator must maintain a comprehensive understanding of the flood mitigation grants (provincial and federal) and the issues arising in the coordinator's area of responsibility, and act to manage these issues and provide information on them as requested.
 - a) Track and manage issues and work closely with municipalities, First Nations, and Metis organizations to identify and address issues.
 - b) Work with supervisor, teammates and other internal Government of Alberta contacts to identify risks manage issues that require additional subject matter expertise and programmatic knowledge.
- 3) Excellent communication and relationship development is critical for this position. This position must communicate/liase both within the organization and externally to ensure important information and understanding are disseminated and retained.
 - a) Coordinate information from various staff members, other government departments, agencies and stakeholders, as required.
 - b) Attend meetings on behalf of the team and program area, as required.
 - c) Serve on the appropriate departmental and interdepartmental committees as a representative of the team and program area, as required.
 - d) Liaise with Government of Alberta staff to ensure understanding and awareness of the grants administered, and to support the *Water Act* and *Public Lands Act* regulatory approvals process for

funded projects.

- e) Attend all departmental, divisional, and branch meetings, as well as other team meetings, as required.
- 4) The Grant Coordinator contributes to the review and prioritization of project funding requests associated with flood and drought mitigation. The position provides subject matter expertise and programmatic knowledge to inform the development of strategic guidance and program specific selection criteria, while representing the municipal requests/applications when information is required for internal decision-making.
- a) Contribute to the development of program documents and associated supporting tools that provide consistency in decision-making when prioritizing funding for flood and drought mitigation.
 - b) Upon receipt of dedicated program funding, participate as part of a review committee responsible for the review and prioritization of project funding requests and/or applications. This includes development of refined selection criteria and preparing a recommendation decision matrix, which will be used by the committee to support the Minister / department in final decisions on issuance of grant agreements.
 - c) In addition to participating as a member of the review committee, represent the municipal applications and present the details of the municipal project applications to the committee for consideration.
 - d) Review and advise on funding or scope/change requests for existing provincially prioritized projects, ensuring awareness of the project status and critically assessing the municipal request prior to administering the briefing and approval process.
- 5) This position provides timely, comprehensive, and quality services and information to branch and ministry client areas, working independently based on general direction and guidance from management and others, while applying significant discretion in determining how responsibilities are performed.
- a) Maintains awareness of and works within the parameters of established legislation, policies, plans (including ministry and branch), guidelines and standard practices.
 - b) Ensures an understanding of assigned work and priorities, checking in when clarification is required.
 - c) Oversees and provides secretariat support to the team, and senior and branch executive management. For example, tasks and activities for meeting support, records management, grant administration, and contract management.
 - d) Researches and develops Briefing Notes, Requests for Decisions, and responses to Action Requests, ensuring issues are appropriately assessed and responses are clear and in line with GOA requirements and timelines.
 - e) Ensures comprehensive tracking and documentation of process, decisions and commitments made throughout the grant programs. This documentation must be sufficient to meet the needs of internal and external audit scrutiny.
 - f) Provides training and guidance to other team members who are involved in this work, and does routine check-ins and assessments to ensure protocols and processes are being followed.
 - g) Coordinates Manager review of work for: quality of analysis and research provided; recommendations and conclusions developed; and, level of professional judgment demonstrated.
 - h) Develops and delivers on plans to achieve objectives within assigned timelines and budget, providing routine, detailed progress updates.
- 6) This position will also support other branch, division, department, and Government of Alberta programs and priorities, as required. This may include supporting or leading development or delivery of other grant

programs, water policy or programs, or other government initiatives.

Problem Solving

Typical problems solved:

- Programs that provide financial support to large and small scale flood and drought mitigation for long term community resilience often change over time or are discontinued. When provincially supported municipal projects are at risk due to funding constraints, the position's awareness of existing programs and opportunities will enable them to advise clients of potential options to obtain and/or leverage project funding from various grant programs that do not fall within EPA's mandate.
- Ensuring all GOA policies and protocols are being followed by themselves and all requirements outlined in grant agreements are being met by the grant recipients, when working with minimal information and there is limited time for collaboration.

Types of guidance available for problem solving:

The Grant Coordinator will be able to access process documents, program guidelines, and other written materials to inform their daily actions. Contacts from various flood mitigation grant programs are available at the federal and provincial level. Further, the position's supervisor will provide direction as needed.

Direct or indirect impacts of decisions:

The results of this position directly relates to the implementation of long term flood and drought mitigation measures and building resilience in communities across Alberta. The position is essential to the delivery of the flood mitigation grant funding to external clients, as committed at a Minister level.

The work has the interest of elected officials at the provincial and municipal levels, and the position provides subject matter expertise that informs funding recommendations for Deputy Minister, Minister and Treasury Board consideration. As required, this position meets with the Minister and grant recipients, including elected officials and senior employees from municipal authorities.

The decisions made, which are informed by recommendations from the grant coordinator, have financial impacts. For example, the DFPP is \$25M of Government of Alberta funding annually which does not include municipal government contributions. Furthermore, establishment of flood mitigation reduces risk and impacts to households, businesses, public infrastructure, and governments. On average, annual loss in Alberta from flooding is \$245M. Also, the position is responsible for managing issues arising from a range of municipal and Indigenous clients.

Key Relationships

Major stakeholders and purpose of interactions:

Reporting to the Grants and Business Services Manager, the position works collaboratively with and supports other team members, units in the branch, and the unit Director.

- Unit team members: Demonstrates delivery on projects and program objectives; provides updates and recommendations on water mitigation and flood/drought issues and initiatives; supports the presentation and approval of the projects and program activities; participates in the resolution of strategic issues; and, raises awareness to emerging issues. Shares information; fosters consistent process across the province; collaborates to present provincial summaries; collaborates on projects and program priorities.
- Branch staff: Shares information; collaborates on initiatives (e.g., plan and execute multiple stakeholder engagements).
- Other branches and divisions: Coordinates strategic alignment of initiatives; shares information; collaborates on initiatives; provides input and inform impacts on policy and other ongoing projects.
- Other ministries: Incumbent coordinates initiatives; shares information; collaborates on initiatives.
- Municipalities (elected officials, administration leaders): Engages stakeholder input and provides coordination; maintains strong relationships; collaborates on issues identification and resolution; maintains awareness of leading practices and related cross-government activities; represents the

ministry's perspectives and directions.

- Federal government departments: Maintain awareness of leading practices; engages input on various initiatives; shares or seeks information; maintains strong relationships; collaborates on issues identification and resolution; represents the ministry's perspectives and directions.
- Contracted vendors: Ongoing vendor and contract management to ensure vendor delivers on scope (time, cost, purpose), and to address any change requests/amendments.
- Grant recipients: Engages and provides coordination; maintains strong relationships; collaborates on issues identification and resolution; maintains awareness related cross-government activities; represents the ministry's perspectives and directions. Administer grants as needed. Includes full grant management cycle, from requesting approval to close-out. Address any amendments.
- NGOs and Public: Engages stakeholder input and coordination; maintains strong relationships; collaborates on issues identification and resolution; maintains awareness of leading practice; represents the ministry's perspectives and directions. Note: when engaging stakeholders for project input, ministry engagement team is involved.

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:

Ability to interact with a multitude of clients and communicate accordingly; political acumen

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

University graduation in a related field, which could include economics, environmental/biological sciences, sociology, business management, water management and/or community development or education, plus 4 years related experience; or equivalent as described below.

A Driver's License and ability to travel throughout Alberta is required.

Equivalence: Additional related education considered in lieu of experience on a one-for-one basis.

Recommended/Assets:

- 1) Experience with development/construction of water management infrastructure.
- 2) Knowledge of and/or work experience associated with flood recovery programs and initiatives. This includes the Alberta Community Resilience Program, the Flood Recovery and Erosion Control Program, the Disaster Recovery Program, and the Watershed Resiliency and Restoration Program, among others.
- 3) Familiarity with financial tracking, procurement, contract management, Action Requests, and other corporate processes. Preference for knowledge of Government of Alberta processes.
- 4) Knowledge of the *Environmental Protection and Enhancement Act*; the *Water Act*; the *Public Lands Act*, and water management regulations, policies and practices, and how they apply to water management infrastructure.
- 5) Financial management to ensure proper investment and oversight of grant funds.

Behavioral Competencies

Competency	Level	Level Definition	Examples of how this level best represents the job
	A B C D E		
Agility	☐ ☐ ☒ ☐ ☐	Identifies and manages required change and the associated risks: • Identifies alternative approaches and supports others to do the same • Proactively explains	The funded flood mitigation projects are often multi-year, large or medium scale activities that require the development of infrastructure. When the

		impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan	project is funded, there are often uncertainties not addressed until the regulatory process is complete and/or construction is underway. This position may need to work with the municipality to manage emerging issues, and/or internally identify and communicate to senior management any risks that may have substantial financial implications.
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 expectations	This position works independently to maintain work flow, often with urgent turn-around times for Action Requests and information requests. Organized and up-to-date records are essential, as is awareness of the current standing of key projects.
Develop Networks	○ ○ ● ○ ○	Leverages relationships to build input and perspective: • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships	This position is administering grants for a portfolio of projects, often requiring the briefing of and/or meeting with elected officials. To be fully prepared to speak about the project, related projects, and funding available, strong relationships with a broad network of individuals is required, including municipalities and government employees at the federal and provincial level.
Creative Problem Solving	○ ○ ● ○ ○	Engages the community and resources at hand to address issues: • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and	Often this position will work directly with municipalities to assess the project issues to determine risks, and to advise the grant recipient. Often, this will have the position working with other teams, departments, or federal counterparts to

		encourages debate and idea generation to solve problems while addressing risks	determined level of risk and potential solutions.
Systems Thinking	○ ○ ● ○ ○	Takes a long-term view towards organization's objectives and how to achieve them: • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration	The projects associated with these grants are typically for the development of long term infrastructure, and often funded several million dollars. When assessing requests for funding or time extensions, and while addressing issues, this position must consider the department's and the Government of Alberta's vision and goals, and be strategic while working with the municipal authority.