

Update

Ministry

Agriculture and Irrigation

Describe: Basic Job Details

Position

Position ID

Position Name

Lead Grants Specialist

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)

Vacant

Organizational Structure

Division, Branch/Unit

Primary Ag, Natural Resource Mgmt/AEI

Supervisor's Position ID

Supervisor's Position Name

Mgr Sustainable Ag Programming

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2026-03-26

Responsibilities Added:

To better reflect it's operational leadership responsibilities, the position title will be updated from "Grant Program Specialist" to "Lead Grants Specialist". To further clarify position responsibilities, minor activities have been added to Job Outcomes 1, 2, and 5.

1. Responsibilities - Outcome 1

- Provide advice on outreach and extension approaches to support program uptake and alignment with environmental priorities.

2. Responsibilities - Outcome 2

-Anticipate communication needs and develop appropriate approaches to support the delivery of program information, including responses to sensitive or complex inquires.

3. Responsibilities - Outcome 5

- Serve as a key technical resource to the team, providing guidance on complex files and program interpretation to support consistent decision-making.

Responsibilities Removed:

Minor revisions made to the Job Description were non-material and focused solely on improving clarity, conciseness, and readability without altering responsibilities. All duties and accountabilities remain unchanged from the version previously approved by the ADM on June 18, 2025.

Job Purpose and Organizational Context

Why the job exists:

The Lead Grants Specialist supports the delivery of agri-environmental grant programming under the Sustainable Canadian Agricultural Partnership (Sustainable CAP), including the Resilient Agricultural Landscape Program (RALP) and the On-Farm Efficiency Program (OFEP). Through leadership in program extension and communications, stakeholder engagement, and grant delivery and oversight, the position ensures effective uptake and implementation of agri-environmentally focused grant programs aligned with federal-provincial agreements. The position plays a key role in gathering and applying strategic intelligence to support program delivery, continuous improvement, performance measurement, and alignment of programs with both industry needs and Alberta's strategic outcomes for environmental stewardship and agricultural resilience.

Responsibilities

Under the general direction of the Manager, the Lead Grants Specialist will be responsible for coordinating grant communications and extension, and support for Sustainable 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. Lead outreach, extension, and promotion activities relating to Sustainable CAP Programs (including RALP and OFEP) across Alberta.

Main activities include:

- (1) Deliver presentations and develop outreach materials related to Sustainable CAP programs and their environmental objectives.
- (2) Develop and manage one-off grants and contracts relating to program promotion and extension, providing expertise throughout the entire lifecycle from proposal evaluation to grant/contract development, project management, and reporting.
- (3) Establish and maintain networks with industry groups, post-secondary institutions, applied research organizations, and other stakeholders.
- (4) Provide guidance to stakeholders on the objectives of Sustainable CAP environmental programs and related initiatives.
- (5) Provide advice on outreach and extension approaches to support program uptake and alignment with environmental priorities.

Outcome 2. Lead communications activities relating to Sustainable CAP Programs (including RALP and OFEP) across Alberta.

Main activities include:

- (1) Coordinate with CAP Secretariat to ensure timely updates to program websites and that key program updates, including application intake openings and closings, are communicated to interested stakeholders.

(2) Serve as a key contact for internal program communications, ensuring updates are shared with 310-FARM and other relevant department contacts.

(3) Coordinate with CAP Secretariat to ensure that promotional materials meet Sustainable CAP branding standards and all necessary approvals are received.

(4) Anticipate communication needs and develop appropriate approaches to support the delivery of program information, including responses to sensitive or complex inquiries.

Outcome 3. Support the delivery of effective grant programs.

Main activities include:

(1) Provide information, guidance, and support to applicants to assist with understanding program requirements and completion of application materials.

(2) Review applications for eligibility, appropriate funding levels, and technical or content information gaps based on program criteria.

(3) Monitor and interpret financial information and prepare reports and analysis to support management decision-making.

(4) Coordinate required verification and compliance activities.

(5) Maintain ongoing communications with staff involved in Sustainable CAP, including CAP Secretariat, Natural Resource Management Branch, and Financial Services.

Outcome 4. Evaluation and reporting on grant program outcomes, and support for program improvements and program development.

Main activities include:

(1) Monitor and review grant status, payments, and on-site verifications, including coordinating with Financial Services to support resolution of compliance issues, as needed.

(2) Collect, track, and report information regarding program performance measures from grant-funded projects, including liaising with the CAP Secretariat, as appropriate.

(3) Use performance insights to inform strategic program improvements and support alignment with government priorities.

(4) Support planning for future Sustainable CAP partnerships.

(5) Collaborate with the Manager and team to respond to evolving program needs and changes.

Outcome 5. Support Section and Branch operational priorities.

Main activities include:

(1) Provide program advice and recommendations through briefing notes, summary reports, and decision-making materials as required.

(2) Develop briefing notes and materials for senior leadership that assess the strategic implications, industry relevance, and environmental outcomes of grant-funded programs, ensuring information is evidence-based and aligned with departmental priorities.

(3) Analyze and interpret performance data and stakeholder feedback for incorporation into annual

reports and business planning documents.

(4) Collaborate with other teams, sections, and branches to support departmental initiatives.

(5) Serve as a key technical resource to the team, providing guidance on complex files and program interpretation to support consistent decision-making.

Problem Solving

Typical problems solved:

(1) Development of relevant networks and maintenance of ongoing dialogue requires continuous engagement and relationship building to ensure that AGI is aware of issues, trends and potential opportunities affecting livestock and crop production.

(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) Working under limited supervision requires initiative, sound judgment, and the ability to assess and respond to complex or ambiguous situations independently.

(6) Interpreting applicant concerns and resolving conflicts requires a strong knowledge base and relationship skills.

(7) Troubleshooting program delivery challenges requires applying expertise in agricultural issues and grant processes.

(8) 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/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) Agri-Environmental Policy Team provides collaboration and support to developing and delivering programs, including expertise and input on agri-environmental policy and strategy.

(5) 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.

(6) Agricultural stakeholder groups provide industry perspective on agri-environmental pressures and priorities.

Direct or indirect impacts of decisions:

(1) Effective extension and communication enhances program uptake and supports federal-provincial outcomes.

(2) The success of the grant delivery process will have a direct impact on (a) industry priorities and goals and (b) Federal-Provincial commitments.

(3) 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.

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 CAP Secretariat to seek guidance on ensuring communication activities align with all branding expectations.
- Collaborate with Ministry staff to ensure relevant programming extension key messages are available and up to date; respond to program inquiries from Ministry staff.
- Collaborate with Financial Services and CAP Secretariat to seek guidance on government legal and regulatory requirements to ensure government policies and procedures are followed in the delivery of 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.
- Work with others to deliver 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 delivery of new programs.
- Collaborate with subject matter experts in Alberta Environment and Protected Areas 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, municipalities, NGOs, ag research associations, etc., with information relating to the grant programs, including program-related issues and opportunities.
- Communicate with, and support, contracted resources.
- 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, Environmental Studies, Agriculture, Public Policy/Administration or 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 4 years progressively responsible related experience.
- Education and work experience to form a basis for understanding agri-environmental issues, challenges and opportunities.
- Knowledge of agricultural practices in Alberta and knowledge of beneficial management practices relevant to the agricultural industry.
- Knowledge of agri-environmental policies, strategies, and industry initiatives, opportunities and challenges in Alberta and other jurisdictions.

(2) To ensure productive collaborative efforts and stakeholder interactions, the position requires:

- Good written and verbal communications skills.
- Interpersonal and networking skills as 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).

(3) 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 judgment skills.
- Excellent project management skills and multi-tasking capabilities.

Behavioral Competencies

Competency	Level A B C D E	Level Definition	Examples of how this level best represents the job
Systems Thinking	<input type="radio"/> A <input type="radio"/> B <input checked="" type="radio"/> C <input type="radio"/> D <input type="radio"/> E	<p>Takes a long-term view towards organization’s objectives and how to achieve them:</p> <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 and plans aligned with APS values • Works with others to identify areas for collaboration 	<ul style="list-style-type: none"> - Understands the interconnectedness of environmental outcomes, agricultural policy, and stakeholder needs. - Takes a long-term view towards agricultural sector profitability and improved environmental sustainability. - Considers challenge of increasing food production while respecting environmental limitations. - Anticipates outcomes and potential impacts of agri-environmental initiatives, seeks stakeholder perspectives. - Works towards actions and plans aligned with APS values. - Works with a wide-range of diverse stakeholders to identify areas for collaboration.
Creative Problem Solving	<input type="radio"/> A <input type="radio"/> B <input checked="" type="radio"/> C <input type="radio"/> D <input type="radio"/> E	<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 complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	<ul style="list-style-type: none"> - Development of new grant programs, one-off grants, and contracts that meet the needs of the Department and the recipients. - Interpreting and addressing applicant concerns is a key component of program success. - Engages various audiences in the agriculture sector to promote relevant programs and address agri-environmental issues. - Engages stakeholders to identify solutions and contributes to program

Develop Networks	○ ○ ● ○ ○	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	<p>improvements through innovative thinking.</p> <ul style="list-style-type: none"> - Builds strong internal and external relationships to support effective program delivery, issue resolution, and mutual understanding of agri-environmental objectives. - Open to perspectives towards agri-environmental objectives and solutions. - Helps stakeholders understand government priorities and objectives. - Seeks out technical advice from experts related to grant program applications. - 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. +
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"> - Monitors program implementation and identifies delivery barriers, working proactively with teams to resolve issues and enhance effectiveness. - Identifies budget pressures and provides reports to the Manager with recommendations. - By understanding private sector agri-environmental initiatives and their drivers, the position works to continuously improve

