

New

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

Requested 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**Job Purpose and Organizational Context**

Why the job exists:

Reporting to the Manager, Indigenous Programs, the Indigenous Grants Advisor supports the administration and delivery of grant programs within First Nations Relations, including the First Nations Development Fund (FNDF), Aboriginal Business Investment Fund (ABIF), Indigenous Reconciliation Initiative (IRI), Protocol and Relationship Agreements Secretariat (PRAS), iGaming, and other related funding initiatives. These programs provide financial support to First Nations and Indigenous organizations to advance community priorities, economic development, and reconciliation outcomes in alignment with provincial policies and program guidelines.

The Indigenous Grants Advisor coordinates key aspects of the grant administration process, including responding to program inquiries, participating in the intake and review of applications, maintaining grant files and program records, coordinating grant payments, and preparing program correspondence and reports. The position supports the consistent and accountable delivery of funding by ensuring applications and documentation meet program requirements and by tracking funding allocations and reporting information.

Operating within established policies, procedures, and funding agreements, the role contributes to the effective administration of grant programs and supports relationships with First Nations and Indigenous communities and organizations. Success in this role requires strong organizational and analytical skills, sound judgment, and an understanding of the operational and cultural contexts of Indigenous communities and organizations.

Responsibilities

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

Grant Application Administration and Review

- Coordinates the intake and administration of grant applications for First Nations Relations funding programs, including FNDF, ABIF, IRI, PRAS, iGaming, and other related initiatives.
- Establishes and maintains application files and ensures documentation is complete and aligned with program guidelines.
- Conducts reviews of applications to confirm completeness, eligibility requirements, and appropriate signing authority.
- Identifies application gaps or discrepancies and works with applicants to obtain additional information.
- Reviews applications to assess alignment with program parameters and identifies any previous funding associated with the applicant or project.

Program Administration and Stakeholder Support

- Responds to inquiries from First Nations, Metis communities, Indigenous organizations, and the public regarding program requirements, application processes, and funding guidelines.
- Provides program information and guidance to applicants to support accurate and complete submissions.
- Prepares general correspondence, meeting materials, reports, minutes, and briefing documents as required.
- Coordinates travel arrangements and meeting schedules for program-related activities.

Financial Coordination and Grant Processing

- Coordinates grant payment processes, including preparing and reviewing vendor payment requests and supporting documentation.
- Prepares and verifies vendor list packages, cheque packages, and related documentation for Finance and Administration and program leadership approval.
- Tracks grant allocations and payments to ensure accurate financial reporting and alignment with approved program budgets.

Data Management and Reporting

- Updates grant information systems and databases, including coding applications, entering applicant data, and updating application status information.
- Generates program reports and maintains tracking systems to support program monitoring, reporting, and decision-making.
- Uploads and maintains program revenue statistics and other required financial data.
- Ensures program files and documentation are accurate, complete, and maintained in accordance with records management requirements.

Decision Documentation and Program Communications

- Prepares and reviews grant decision documents, letters, and payment notification correspondence.
- Coordinates preparation of supporting materials for approvals, including briefing notes, reports, and decision packages for program management, senior leadership, and the Minister's Office.

Program Improvement and Branch Support

- Contributes to the development and improvement of grant program policies, procedures, and operational processes.
- Provides input into program interpretation and application of policies to support consistent and transparent program delivery.
- Maintains professionalism and confidentiality when working with sensitive program information and

politically sensitive materials.

- Performs other duties as required to support branch operations and program delivery.

Problem Solving

Typical problems solved:

Using interpersonal skills to work with multiple internal and external stakeholders (e.g. Indigenous communities and organizations, finance).

Diverse solutions required to address specific situations and meeting community or organizational needs.

Independent judgment and evaluation skills are required to analyze information and review spreadsheets containing statistical data to ensure accuracy.

Responsible for working within the established procedures, policy, and guidelines while fostering continuous process improvement of those procedures.

Types of guidance available for problem solving:

Executive Director, Director, Manager, Finance, Communications, other Indigenous Relations staff.

Direct or indirect impacts of decisions:

Decisions may directly/indirectly impact stakeholder relationships, grant administration, branch efficiency, project management and documentation, and ministry reputation.

Key Relationships

Major stakeholders and purpose of interactions:

Manager/Director: raise awareness to emerging issues, provide advice and recommendation on strategies and projects, support Manager/Director participation on initiatives and projects (e.g. research, develop presentations, background documentation), provide briefings, support participation of Manager/Director involvement in executive management initiatives.

Branch and Ministry staff: collaborate on developing relationships with Indigenous communities and organizations, identify needs and linkages across initiatives, ensure grant processes are maintained in accordance with ministry and government requirements.

Indigenous communities and organizations: build and maintain strong working relationships, guide projects to completion, provide advice and consultation to stakeholders.

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:

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

- Knowledge of Indigenous communities and organizations
- Working knowledge of Microsoft Office (e.g. Word, Excel, etc), email, and ability to learn other applications.

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		
Develop Networks	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works on maintaining close relations with all stakeholders:	• Identifies key stakeholder contacts in the organization with

		<ul style="list-style-type: none"> • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques 	<p>whom a relationship must be established.</p> <ul style="list-style-type: none"> • Makes an effort to have informal or casual contact with a range of colleagues, clients and stakeholders. • Actively supports the interests of colleagues, clients and stakeholders by making choices and setting priorities that incorporate their needs. • Influences others by considering the meaning of what is being said, the environment and how the information is being presented.
<p>Drive for Results</p>	<p><input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	<ul style="list-style-type: none"> • Takes past experiences into consideration when making plans and adjusts plans based on past learning. • Identifies underlying causes for success or lack of success which may or may not involve self and takes action to ensure future success. • Holds self and others responsible for achieving results and agreed upon targets. • Identifies and acts on opportunities to partner with other groups to achieve desired outcomes. • Identifies ways to exceed performance expectations. This may involve identifying potential efficiencies, different ways of working, or opportunities to contribute to the work of others.
<p>Build Collaborative Environments</p>	<p><input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others 	<ul style="list-style-type: none"> • Builds on the skills and knowledge of others to create results. • Demonstrates that he or she genuinely values and respects others' input and expertise and is willing to

