

**NON-MANAGEMENT JOB DESCRIPTION
POINT RATING EVALUATION PLAN**

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| Working Title Grant Advisor | Name |
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| Position Number | Reports to Position No., Class & Level | Ministry Municipal Affairs |
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| Present Class Program Services 4 | |
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| Dept ID | Program Code | Project Code (if applicable) |
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PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

The Grant Advisor is responsible for the ongoing delivery and compliance management of the Alberta Community Partnership (ACP) and the Local Government Fiscal Framework - Operating (LGFF-O) to Alberta municipalities and Metis settlements. Ongoing responsibilities include the interpretation of program funding agreements, legislation, regulations, and guidelines, and providing policy input from a grant processing perspective to department staff and partners to inform program development and changes. Program development includes changes to existing programs and development and implementation of new programs; as such, in-depth knowledge of all ministry grants is necessary. This ensures that Municipal Affairs delivers programs that are administered in the most efficient and effective manner and follow best practices for client service. The position has a primary responsibility for implementing grant program delivery and compliance management that requires a significant amount of daily consultation and advisory support to clients as the position is accountable to provide exemplary client service.

The position provides a high level of advisory, consultative, facilitative, and monitoring/compliance services associated with the grant program while fulfilling the Provincial Mandate of helping Albertans live in viable municipalities and communities with fiscally responsible, collaborative, and accountable local governments. The position provides program and policy advice to municipal Chief Administrative Officers and Chief Elected Officials, Members of the Legislative Assembly, Metis Settlements, provincial government ministries such as Alberta Transportation, Indigenous Relations, the private sector, not-for profit agencies, and the public. The position is required to consult and coordinate with a broad range of stakeholders to strengthen the ministry’s governance and accountability of grant funding while maintaining the Provincial Values of respect, integrity, excellence, and accountability. The position is responsible for ensuring grant compliance and that the financial integrity of the Alberta Community Partnership is maintained.

Some grant issues are highly sensitive and complex and the ability of the Grant Advisor to identify these issues and balance provincial policy objectives with the program requirements and client sensitivities is essential and requires critical human relations skills. The position requires a high degree of problem-solving ability, as often, problems must be first identified and strategies for solutions are largely developed by the position through judgment, experience, and analytical interpretation and research.

Highly developed communication skills are essential as the position is required to not only work with external stakeholders, but also to participate in departmental and cross-ministry projects and represent the province in the implementation of grant programs, maintaining strong working relationships with provincial partners. Many of the activities require significant coordination with staff from other areas in the branch, mainly in the implementation of complex grant management systems, program reporting and evaluation, grant payments, and the development, review, and implementation of new or modified programs. The position is also required to serve in an acting manager role for the Unit.

Aids other grant programs and branch teams in developing new programs, frameworks, and best practices and participates in the development of grant policy and legislative changes to ensure concurrence with the department business plan objectives, stakeholder needs and all applicable legislation, including the *Municipal Government Act*, and the Ministerial Grants Regulation.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

1. Program Administration

Responsible for the efficient and effective delivery of municipal grant programs, with primary focus on the Alberta Community Partnership program.

Ensures compliance with the Memorandum of Understanding for each municipality relative to the grant program, program guidelines, delegation of authority, grant compliance strategy, and Ministerial Grants Regulation.

Activities:

- Provides a leadership role in the timely delivery of the department's programs in accordance with the Departmental Business Plan and operational plans, including coordinating annual program set up, reviewing, and analyzing grant applications, and making recommendations to the Minister.
- Leads compliance activities and provide accountability for funding by preparing recommendations to senior management if accountability requirements are not met. In some instances, this will involve clarifying with the client via telephone discussions, correspondence, meetings, or site visits. If accountability requirements cannot be achieved, make appropriate arrangements to recover the funding. Provide timely reporting and feedback to management on municipalities appearing to have misspent funds or trending toward non-viability and recommend solutions.
- Provide expert input from a grant delivery and processing perspective into program policy and evaluation discussions and implement policy changes, program review changes, and performance measures.
- Provide direction to business analysts and external developers to identify system issues/enhancements and make recommendations to improve the efficiency and effectiveness of the systems/databases that support grant program delivery. Lead the development of new system and business processes.
- Lead annual program reviews undertaken by the Office of the Auditor General, including responding to all requests for information, and updating and providing the required Knowledge of Business document.

2. Communication

Communicates effectively and provides expert advice on municipal funding related subjects such as municipal grant program eligibility and compliance, program effectiveness, problem grants and program issues, and program system management to a variety of clients including municipal and provincial government and the general public.

Leads, coordinates, and prepares timely and accurate responses to Ministerial Action Requests, Information Requests, and media requests, on municipal grant funding.

Activities:

- Communicates verbally by telephone, in person, and in a variety of written formats to provide accurate and responsive program information to clients and senior management resulting in: improved working relationships between the province and municipalities; and client understanding of and compliance with grant program conditions.
- Liaise and maintain positive working relationships with program staff in Municipal Services Division with respect to the delivery of the Alberta Community Partnership program.
- Able to research and prepare grant recommendation packages, briefing notes, communication and implementation plans, website materials, and draft written responses for management, MLAs, Minister and, less frequently, the Premier, with minimal information, minimal supervision/direction, and providing clear and accurate information on ministry programs and policies, while adhering to stringent deadlines.
- Provides the ministry perspective and program directives to municipal officials and professional organizations in order to identify and resolve grant related problems.
- Conducts presentations and represents the ministry at municipal events, such as municipal zone meetings, municipal association conferences, and site visits to municipalities.

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- Provides research on program impacts, the potential benefits of new options, compliance problems, or other significant program issues to address effectiveness, responsiveness, and/or accountability.
- Obtain client feedback on programs, including site visits to municipalities and meetings with municipal officials to inform the development of practical, useful, and responsive funding programs.

3. Problem Solving

Identifies and proposes solutions to address critical grant processing or program issues where precedence does not exist or is not covered by current program processes or policies. These issues can be complex and deal with competing interests which failure to resolve could lead to political repercussions. Handling these issues can involve using judgement to determine which internal and external stakeholders should be involved and coordinating with them effectively.

Activities:

- Through the development of relationships with clients and ministry staff, the Grant Advisor identifies emerging program process and policy issues and makes informed decisions and key recommendations to management and clients.
- Considers impacts and proactively identifies emerging issues to provide advice and direction to clients on infrastructure grant programs, asset management and capital planning, and the reconciliation of grant reporting with municipal audited financial statements.
- Provide immediate direction through coordinated strategic responses for priority issues such as, determining funding options for municipal emergency situations caused by unexpected events such as water lift station failures or a collapsed roof on a municipal building.
- This position can be called upon to think strategically and act quickly to formulate solutions in high pressure situations. Grant programs exist in the context of provincial-municipal relations, and questions from municipalities and suggestions for changes to programs are frequent and can escalate quickly to political levels, especially during periods of fiscal restraint and reduced program budgets.
- Lead and proactively produce research on program impacts, the potential benefits of new options, compliance problems, or other significant program issues and propose well thought out and feasible solutions.
- Coordinate and develop, where appropriate, new program processes to align with a new grant information management system, identify system issues, and propose and test resolutions.
- Monitor issues that involve pressures to change the programs and advise the Manager on a timely basis about any significant problems (actual or perceived), any major increase in client concerns, or any major shift in client positions related to these issues. Using sound judgement and expertise, resolve or recommend options for resolution of the grant related problems.

4. Leadership

Provides leadership, direction and education to municipalities, Metis settlements, municipal associations, affected professionals, industry representatives/consultants/the public, department staff, and senior management involved in grant program delivery and municipal funding.

Activities:

- Called upon to act in a Manager capacity during manager's absence.
- Provides input into the Branch Strategic Plan and the ministry's Annual Report.
- Provides mentorship and training to new employees within the department as well as training of municipal officials (e.g., Chief Administrative Officers, Finance Officers).
- Must be self directed and prepared to communicate extensively with municipal officials, including travel.
- Independently learns about the activities of the branch, division, ministry, other departments, and municipal associations in order to: support important initiatives led by other areas so that the Units' input is credible and

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useful; contribute to these activities to achieve department objectives; and to improve relations with municipalities.

- Plan work, set goals and performance measures, monitor performance, and report on accomplishments.
- Provide management with recommendations for emerging issues, opportunities and challenges that impact operations.
- Work collaboratively and engage with team members to contribute to a high-performance team and to ensure the coordination of divisional policies, processes, and standards.

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

The Grant Advisor must be able to operate effectively, carrying out a broad range of assignments independently, relying on knowledge, experience, and general direction. The position has three distinct, but not necessarily complementary roles: advising, monitoring, and compliance enforcement. Oversees the accountability of municipalities with grant funding through reporting requirements and reconciliation with municipal financial statements. This includes the development and communication of individualized plans for those municipalities found to have misspent grant funding in such a way as to bring them back into compliance in a timely manner. This involves the coordination of in-house resources i.e., financial advisors, municipal viability advisors, and the payment coordinator to address issues as they arise.

The Grant Advisor must be self-initiating and organize work by visioning outcomes and being aware of upcoming initiatives or timeline changes that could impact program delivery. This position must be responsive to emerging issues and trends, ensuring the programs continue to be flexible and remain accountable and compliant. The Grant Advisor must: be able to identify new opportunities and business efficiencies for grant program delivery; assess the ability of municipalities to complete program requirements and recommend options to reduce red tape to municipalities and increase program efficiencies; and assist clients identifying barriers and help develop solutions. The role must be aware of other provincial and federal funding initiatives and priorities and understand the impacts on program delivery. This can include keeping apprised of the content and the status of federal capital programs to municipalities or other provincial capital and operating programs and priorities (Local Growth and Sustainability Grant, Water for Life, asset management) in order to be aware of the impact of these programs and priorities on municipal clients and how in turn they may influence requests for funding through the ACP, or changes to provincial grant programs. The position must be able to react to a changing environment that often includes rapid public announcements, incomplete information and multi-faceted stakeholder expectations.

Issues confronting the team often require balancing the needs of the Province, audit requirements and the general public, with the needs of the stakeholders (municipalities, Metis settlements, growth management boards, municipal associations). For example, requests for scope or time change amendments for approved projects require thorough analysis and submission of recommendations that balance provincial priorities with municipal needs. Often changes are requested where eligibility may be unclear and stakeholder need, project and provincial implications, and alignment with program objectives must be considered. Under the Alberta Community Partnership there is a need for creativity to deal with compliance issues such as municipalities not spending funding according to prescribed timelines. Further investigation into cause, effect and phased solutions is required with the objective to have grant funding expended, and not to recover the funding. However, if working with the client does not result in compliance, recovery of grant funds must be pursued.

Many of the challenges before the Grant Advisor require continuous improvement and/or innovative thinking as well as a complete understanding of the current grant programs. Although awareness of tried solutions will assist, the position has a high level of responsibility to recommend solutions to often difficult funding issues. Many of the grant issues are highly sensitive, and often politically complex in nature. The position is responsible for identifying and resolving risk associated with programs and alignment with compliance processes and procedures. Failure to do so can result in escalation of the issue, political feedback and involvement and strained relations between the department and clients.

The position must represent the department's goals and objectives at public events, client meetings, and during high level client engagement sessions. The Grant Advisor must establish and build a solid working relationship with all client groups involved in municipal infrastructure, operations, and funding. Necessary requirements of the position are that the Grant Advisor works to ensure the appropriateness and relevance of advice to stakeholders and will function with flexibility,

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candour, and common sense, while displaying kindness and thoughtfulness, within the policies and procedures of the department. If this is not accomplished, there could be poor grant practices implemented, financial accountability issues and the department not meeting goals identified in the business plan.

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

Diplomas, degrees and the most important knowledge factors, skills and abilities including knowledge about process and procedures, municipal government, and financial management; analytical and conceptual skills and abilities; and skills needed for direct interaction with others.

Knowledge of:

- Grant program administration, including policies, procedures, and program requirements
- Municipal operations and administration, including infrastructure and grant management practices
- Finance, financial statements, and budgets
- IT systems, such as those used to administer grant programs, including supporting development of business requirements, testing and implementation
- Grant agreements
- Alberta Growth Management Boards
- Capital Plans and Asset Management
- Legislation and regulations administered (*Municipal Government Act, Government Organization Act, Ministerial Grants Regulation*)
- Consultation processes and effective communication

Skills and Abilities:

- Leadership skills, including team building, motivating, and influencing
- Excellent oral and written communication skills
- Well developed organizational skills for both time and task management
- Ability to assess risks
- Analytical and evaluation skills in relation to assessing grant applications and reporting
- Excellent interpersonal skills for extensive interaction with clients
- Highly developed decision-making capabilities
- Ability to manage change
- Research abilities
- Judgement and problem-solving to anticipate issues and develop a position independently or leading a team
- Developed investigative skills to ensure accountable use of funding
- Negotiation skills
- Daily use of computer systems and office software including Action Request Tracking System (ARTS), Word, Outlook, Excel, PowerPoint, and databases

CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

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| Manager, Director of Grant Program Delivery, and Executive Director | Receive direction, support for initiatives, provide issue briefings and program and policy recommendations to achieve program objectives, and identify strategic impacts for proposed changes to grant programs or business systems. |
| Branch Staff: Grant Program Delivery, Policy and Strategy, Evaluation and Reporting, and Municipal Grant Operations | Provide direction relating to the field of perspective of grant program delivery, processes, accountability, and system support. |

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| Senior Management (Executive Directors to the Deputy Minister) | Advise on emerging issues that may require immediate attention. Timely information and advice on projects, issues and policy analysis with options for consideration. |
| Minister, Ministerial staff, other elected officials | Advise on emerging issues that may require immediate attention. Timely information and advice on programs and projects, technical briefings and issue management, policy analysis and options for consideration. |
| Legal Services, Finance, Municipal Services Division | Obtain legal advice/opinion and information/advice on financial policies, compliance, reporting, and municipal viability. Collaborate to propose solutions for grant compliance and reporting concerns. |
| Provincial Departments (primarily Infrastructure, Transportation, Environment and Parks, Treasury Board and Finance) | Coordination of funding support for municipal infrastructure and consultation regarding other department programs' impacts on local governments, and coordination of funding advice to municipal clients where possible. Collaboration on interdepartmental issues. |
| Municipal Staff such as Chief Administrative Officers and Finance Officers | Provide information on grant programs and requirements, clarification, advice and information regarding grant conditions, compliance, processes and resolution of funding issues. Provide training and expertise for educational sessions for online grant systems access. Handle complaints and suggest solutions. |
| Auditors | Advise and provide timely procedural information when requested. |
| General Public | Provide information regarding grant programs, handle concerns and suggest solutions, and respond to requests for information |

| SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide Page 15) |
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| N/A |

| CHANGES SINCE LAST CLASSIFICATION REVIEW: Identify significant changes, that have impacted the responsibilities assigned to your position since the last review (see Writing Guide Pages 15-16). |
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| No changes since last review. |

| ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff MUST be attached (see Writing Guide Page 17). |
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This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.