

Update

Ministry

Advanced Education

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Provincial Funding Coordinator

Current 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)

Vacant

Organizational Structure

Division, Branch/Unit

Skilled Trad & Prof, Prog Imp & Coord / FLSD

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Manager, Prog Pol & Stake Rels

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Foundational Learning and Skills Development (FLSD) Unit provides financial assistance to eligible individuals to assist with living costs, tuition, mandatory fees, books and supplies while accessing approved programs of study in the areas of: Adult Basic Education for grades 1-9, Academic Upgrading for grades 10 to 12, English as an Additional Language (EAL), and Skills Development Training. FLSD includes management and administration of funding for programs delivered by educational institutions within the Foundational Learning Assistance Program (FLA) as well as programs delivered by the Community Adult Learning Program (CALP), which provide non-formal programming to adults (e.g., tutoring EAL).

The Provincial Funding Coordinator facilitates access to FLA programs by implementing specific program requirements and processes for program approval; provincial budget planning, allocation, and monitoring; and grant management. The Provincial Funding Coordinator develops specific processes, measures, and templates in line with overarching program policy guidelines and works closely with educational institutions and community organizations to provide guidance on program policy and requirements, and to monitor and address budget or compliance issues.

A strong network of stakeholder relationships is sustained within an assigned portfolio, which allows the Provincial Funding Coordinator to be aware of emerging issues, trends, and needs, and to bolster collaboration and integration between the stakeholders to facilitate access to the FLA programs. Based on stakeholder consultation, analysis of issues and leading practices, recommendations are developed to inform program evolution or the development of new

strategies or programs to address learning and labour market needs. Collectively, this work contributes to assurance that suitable foundational learning and skills development programs are available across Alberta, and that they are implemented in line with department policies, priorities, and Federal-Provincial Labour Market Transfer Agreements.

The Provincial Funding Coordinator works closely with the FLA policy, FLA client service delivery, and CALP teams to interpret specific program processes, share information, and provide comprehensive responses to queries/issues. Recommendations are provided to the management team regarding budget plans and allocation decisions as well as program approvals and compliance resolution decisions (e.g., de-designation, terminations of grants of approvals, etc. This position works within the parameters of established legislation, policies, plans and guidelines.

Responsibilities

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

Advice and recommendations are presented to the FLSD management team to shape program and policy direction.

- Translate Program Policy and Guidelines to specific processes and resources to support approval, budget and grant management (e.g., Foundational Learning and Skills Development Program Designation Guidelines, templates).
- Synthesize, analyze, and develop statistical data/reports and labour market information from internal and external sources (e.g., students, other government departments, employers, and community interest groups) to identify and assess FLSD needs, priorities and trends.
- Recommend enhancements to internal processes or to modify the policy manuals or guidelines based on regional stakeholder feedback, assessment of related costing implications, analysis of labour market trends and issues, leading practice, and assessment of existing conflicts with program requirements.
- Develop recommendations for new strategies and/or program or IT systems enhancements that respond to evolving foundational learning and skills development trends and issues.
- Create monitoring reports and track activities to report on approved programs and related budgets, and advise regions, providers, and divisional staff.
- Lead and/or participate in assigned projects to implement new strategies, system changes, or processes to support continued progress towards program outcomes.

Programs are approved for funding in accordance with existing policy and guidelines.

- Develop solicitation plans and documents to guide program application and approval processes.
- Assess application documentation and program information to ensure compliance with established requirements and guidelines.
- Determine and develop recommendation for program approval based on review and evaluation of program approval submissions.
- Present recommendations to management for final approval including additional insights to the overall process.
- Communicate and debrief decisions with educational institutions and address outstanding queries/issues.
- Review cases and provide recommendations to support the program approval appeal process; this position is often the first point of contact by an educational institution regarding an appeal.
- Provide one-on-one direction/guidance, advice, and issue resolution for program approval and potential programs regarding the approval funding requirements.

The FLA budget and funding disbursements (allocations) are planned and distributed to educational institutions.

- Develop recommendations for FLA funding allocation models and for specific allocation decisions to ensure that grant dollars are meeting foundational learning needs in the most effective and efficient way possible.
- Develop business cases including recommendations for approving allocation projection plans and budget allocations based on evaluation, review, and assessment of information provided by educational institutions. (e.g., environmental scanning, analysis of the history of budget utilization, assessment of provider performance, and sustainability of training).
- Monitor and assess how educational institutions are using allocation and assess slippage or under utilization and raise awareness to mgt with recommendations to fully utilize the allocated funds.
- Review and approve requests for adjustments to allocations within the existing budget (e.g., to cover tuition increases); make recommendations to management regarding budget increases over the allocation
- Monitor and address or escalate issues related to allocation utilization, depletion of allocation envelopes and wait listed students.

Grant Agreements are effectively managed to optimize the provincial foundational learning budget.

- Develop documentation and presentation materials to bring forward funding requests for necessary approvals.
- Develop/update grant application and report documents annually.
- Reconcile grant payment schedules, including payment holdbacks, with annual budgets to inform management of current financial status.
- Coordinate grant-reporting activities and develop recommendations for changes and continuous improvement.
- Troubleshoot and resolve issues about foundational learning grant reporting requirements.
- Review applications and reporting documents for compliance with the contract requirements and guidelines.
- Respond to queries and issues concerning grants administered by Foundational Learning and Skills Development Unit, and collaborate with other units and divisions on costing and financially sustainability matters.

Program compliance and accountability are monitored to mitigate and manage risk to programs, the budget, and the GoA.

- Identify and develop processes to effectively foster compliance with the legislative and policy requirements for programs and associated budget allocations and grants.
- Provide information and interpretation of the Regulations, policy, and guidelines to support independent audit processes.
- Communicate to educational institutions areas of non-compliance concerns, focusing on remedial action planning with follow up items.
- Draft and monitor compliance action remedial plans established with educational institutions on a set schedule to review compliance with the audit observations and enforce the Regulations, Policy, guidelines, and agreements.
- Recommend action to address ongoing issues of non-compliance for approval by senior and executive management.

Stakeholder relations strengthen and promote FLA as a key part of Alberta's adult learning system, in alignment with ministry policy frameworks

- Maintain effective working relationships with funded community organizations and educational institutions to maintain awareness of trends and emerging issues that could impact the implementation of legislation and program policy.
- Participate in the communication of changes to program implementation.
- Promote collaboration and linkages between the department, educational institutions, other stakeholders, and Albertans to encourage participation in foundational learning and skills development.
- Ministry representative to raise awareness within and outside the department about opportunities and emerging issues and trends relating to the advancement of adult literacy, foundational learning, and skills development (e.g., working closely with the Council of the Federation (COF) to coordinate the annual COF Literacy Award etc.).

The Program Policy and Stakeholder Relations team is supported to achieve operational goals.

- Contribute to the development and implementation of the Team's operations plan and priorities.
- Provide subject -matter and system expertise to the development of ministerial briefings, action request responses, and correspondence.
- Coordinate unit responses to cross-division and external information requests, as well as requests to other divisions and ministries for information, key messages, and data.
- Complete annual reporting requirements including program plans, program budget reports etc.
- Maintain appropriate records (paper and electronic) for all functions
- Represent the Branch on committees and cross-ministry initiatives.
- Maintain situational awareness of emerging issues and trends related to foundational learning and skills development programs that might impact program delivery, program need, and program quality.

Problem Solving

Typical problems solved:

- Identifying, assessing, and negotiating resolution of compliance issues with educational institutions or on grant agreements, or complex problems related to program approvals to budget allocations; issues can be complex and

unique to a specific program, educational institution, or organization. The Provincial Funding Coordinator ensures that multiple aspects of the issues are considered and find a solution within the policy and/or appropriate guidelines.

- Determining how best to communicate new processes or requirements to educational institutions, grant recipients, and other stakeholders to minimize disruptions to ongoing program delivery and support.
- Integrating and consolidating inputs and feedback across diverse stakeholders to develop recommendations, which could include the identification of gaps in policy or program, improvements, or new strategies. Many facets and perspectives need to be considered in alignment with overarching GoA priorities and existing legislation.
- Developing solutions to unique and unforeseen problems and issues including, institutional allocations, student waitlists, and refund management in order to maximize foundational learning opportunities for Albertans.
- Ensuring robust program approval and budget allocation recommendations are made to the management team to inform best decision making. For example, recommending options to continue or discontinue funding for foundational programs to ensure optimal quality, relevant programming is accessible and available for Albertans.

Types of guidance available for problem solving:

The expertise of this job is relied upon to make recommendations and decisions within existing parameters to ensure the best possible programming is delivered to Albertans. Approved program policy and processes and budgets also provide guidance that informs problem-solving. The Provincial Funding Coordinator considers impacts of various options before determining a path forward or making recommendations to the management team. The Provincial Funding Coordinator has authority to resolve typical day-to-day issues, and to determine how to achieve expected results. The Manager provides general direction and guidance when dealing with particularly sensitive issues or complex situations.

Direct or indirect impacts of decisions:

Externally, the work of this position impacts:

- Improving access to foundational learning and skills development opportunities across Alberta, which improves students' skills and abilities to enhance employment opportunities and facilitate further education.
- Consistent application of program policies and processes, as well as increased compliance and alignment with legislation through responses to queries, policy interpretation, and guidance on specific issues.
- Planning and allocation of the provincial FLA budget to optimize its use and return on investment.
- Efficient pathways to consult with stakeholders and gain their feedback and input through the maintenance of ongoing relationships and information sharing with stakeholder groups.

Internally, the work of this position impacts:

- Coordinated and consistent internal processes to share information, respond to queries and implement foundational learning and skills development priorities as effectively as possible.
- Financial reporting to Treasury Board and Finance of the utilization of the program budget, including the maximizing the Ministry's claim under the Labour Market Transfer Agreements.
- Effective collaboration with the Legal Services Division, Contracts and Grants team, Financial Services department to support achievement of program goals.
- Analysis of allocation utilization and making recommendations on flowing unused allocations to cost pressure areas within the Division.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

- Manager, Program Policy & Stakeholder Relations (PPSR) - Respond to issues; provide updates; raise awareness to strategic opportunities and threats of significance to engage management attention; support the Manager's work on broader branch initiatives that connect to the team.
- PPSR staff - knowledge exchange; work with fellow staff to resolve complex issues; provide guidance on program and budget process
- Director and Executive Director - Respond to queries related to branch functions; provide briefings (verbal / written); advice and coordination of specific stakeholder engagements and related information
- Other departments and ministries (e.g., Jobs, Economy, Trade and Immigration; Assisted Living and Social Services) - liaise and collaborate to support a continuum of programs for foundational learning and skills development, and connections to other adult learning and post-education streams; promote awareness of foundational learning and skills development options.

- Corporate Services - liaise to facilitate completion of grant agreements and related financial processes; participate in the development of IT systems that support the Team's work.

External

- Educational institutions (e.g., Registrars, Finance Directors, and Program Coordinators) and community organizations (e.g., Executive Directors, managers, staff, Boards) - communicate current program requirements and updates; approve programs and allocated funds; manage grant agreements; liaise to maintain awareness of emerging issues and trends or needs; monitor and address compliance issues as needed; respond to queries and provide guidance/advice as needed.
- Representatives from industry, community associations and other government departments etc. - Conduct ongoing environmental scan of local labour market.
- Peers in other provinces - share information; research leading practices; represent Alberta's information and perspectives.
- Students, community, other government departments, employers, and community interest groups to identify and assess needs, priorities and trends collect, , analyze, and develop statistical data/reports and labour market information from internal and external sources including.

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Arts

2nd Major/Minor if applicable

Designation

If other, specify:

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

- Minimum 2 years related experience or equivalent mix
- Analytical skills to design options, assess implications, and make clear data-driven recommendations to achieve desired outcomes and solutions.
- Knowledge of how the legislation, policy or inter-governmental agreements impact programing
- Financial management and budgeting skills budgeting (analysis/forecasting), monitoring, reconciliation, financial statement analysis, and payment verification.
- Knowledge of existing federal, provincial, municipal & rural programs and initiatives available to Albertans to address access to foundational learning and skills development.
- In-depth knowledge of education and training providers, programs and current issues in Alberta's adult learning system (e.g., barriers to learning and employment, labour and skill shortages, employer, business, and industry needs) and ability to apply that knowledge in program reviews and developing recommendations for program approval or program change.
- Computer literate in Windows platform, MS Office, GoA and program information technology and management systems, etc.
- Project management skills.
- Well-developed verbal and written communication skills to engage with a variety of audiences and stakeholders.
- Well developed consultation skills, including the ability to represent the Unit and have influence in a variety of settings.
- Excellent collaboration, teamwork, and facilitation skills to build consensus and partnerships with internal and external stakeholders.
- Strong skills in research, analysis, and strategic thinking skills to complete assessments and make evidence-based decisions and recommendations to the management team.
- Strong organizational and time management skills to work with multiple educational institutions and community organizations at the same time.
- Negotiation and conflict resolution skills to work effectively with a diverse stakeholder group, taking into account various cultural and business perspectives.
- Ability to work independently as well as in a team situation.

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		

Systems Thinking	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	<p>Considers inter-relationships among recurring and ad hoc initiatives and relation to department priority; integrates emerging trends and opportunities for improvement; considers implications of different options in decision-making; considers provincial perspectives as well as individual institution perspectives.</p>
Creative Problem Solving	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> • 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 	<p>Seeks and suggests ideas and approaches to reduce programs conflicts or issues of compliance; breaks problems down to facilitate the creation of solutions; shares learnings with others.</p>
Agility	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • 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 	<p>Sees the need and readily steps in to help others on the team; works creatively within policies and procedures to proactively meet goals; is nimble and open to adapt to changes.</p>
Develop Networks	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works on maintaining close relations with all stakeholders:</p> <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 	<p>Builds relationships by following through on commitments, demonstrating integrity and respect for others; informs key stakeholders of relevant information in a timely manner; seeks and applies the perspectives and needs of colleagues, and stakeholders;</p>

		through communication techniques	formally and informally engages stakeholders to sustain relationships.
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Benchmarks

List 1-2 potential comparable Government of Alberta:

023PS28 Head, Corporate and Community Relations - Culture and Tourism
024PS06 Housing Advisor, Human Services,

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

_____ Employee Name	_____ Date yyyy-mm-dd	_____ Employee Signature
_____ Supervisor / Manager Name	_____ Date yyyy-mm-dd	_____ Supervisor / Manager Signature
_____ Director / Executive Director Name	_____ Date yyyy-mm-dd	_____ Director / Executive Director Signature
_____ ADM Name	_____ Date yyyy-mm-dd	_____ ADM Signature
_____ DM Name	_____ Date yyyy-mm-dd	_____ DM Signature