

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

Current 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**Changes Since Last Reviewed**

Date yyyy-mm-dd

Responsibilities Added:

- Champions the adoption and effective use of AI tools within the unit to improve program administration, analytical workflows, reporting quality, and stakeholder service delivery
- Models AI tool use for colleagues and supports team members in building AI literacy and integrating AI-assisted processes into day-to-day work
- Stays current with emerging AI capabilities relevant to grant management and proactively identifies opportunities to apply them

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

The Ministry of Technology and Innovation has a strategic role within government to support Alberta's economic growth by driving technology and innovation policy and strategy, creating programs and tools that help grow Alberta's economy, modernize government, and foster efficient delivery of government programs, services, and information. The ministry's focus is to develop and deploy modern, secure digital services that allow Albertans to easily access government services online and support government to operate more efficiently; ensure the privacy and personal information of Albertans is protected and managed through a privacy by design approach; and support the growth and development of Alberta's technology and innovation sector to make Alberta a destination of choice for entrepreneurs, researchers, innovators, and investors, and foster economic growth and diversification.

Within the Innovation, Privacy and Stewardship Division, the Innovation, Partnerships and Governance Branch has accountability to support Alberta's innovators, researchers, businesses, and entrepreneurs as they drive economic and social growth, develop partnerships, attract investments, and create jobs through strategic initiatives, programs, and investments. The Branch has responsibility for leading and managing innovation strategies and initiatives and programs to enhanced research and innovation across the province's key sectors and improve competitiveness. These programs are informed by government priorities such as the Alberta Technology and Innovation Strategy (ATIS) and intended to attract relevant talent and expertise, train the next generation of innovators, and attract impactful innovation investments.

The branch's Innovation Discovery and Collaboration Programs Unit builds, supports, and promotes innovation capacity in Alberta's post-secondary institutions (PSIs), non-profits and industry by ensuring the province has world leading talent and state of the art facilities to drive growth and attract investment.

Position Summary

Reporting to the Manager, Discovery Programming, the Program Officer plays a crucial role in the grant management for Alberta's innovation funding programs, offering both technical and financial support. The primary focus is on ensuring transparency, accountability, and risk mitigation in the administration of collaborative innovation grant funding programs that co-invest in large-scale, multi-partner initiatives advancing Alberta's science, technology, and industry ecosystem.

The Program Officer takes the lead in coordinating processes and providing analytical, consultative, and quality control services during the pre-award phase of grant funding program life-cycles. Responsibilities extend to collaborating with Ministry representatives to develop and update grant funding guidelines and templates, reviewing grant and contract documents, and managing processes for soliciting proposals and submissions. The role requires strong analytical capability, attention to complex partner and leverage structures, and the ability to assess compliance across multi-institutional delivery models involving post-secondary institutions, non-profit organizations, research institutes, and industry partners.

This role encompasses comprehensive grant financial services, including contributing to the allocation of program and project budgets, preparing forecasts, analyzing variances, and developing financial planning scenarios. The Program Officer generates analytics and management reports to support strategic and operational planning, decisions, and reports related to innovation grant funding programs. Under the leadership of the Manager, this position performs all work in accordance with relevant legislation, regulations, policies, and guidelines.

As an AI champion, the Program Officer actively explores, adopts, and promotes the use of AI tools to improve program administration, analytical workflows, and stakeholder service delivery. This includes staying current with emerging AI capabilities relevant to grant management, modeling effective AI tool use for colleagues, and identifying opportunities to integrate AI-assisted processes to improve program efficiency, reporting quality, and decision support.

Responsibilities

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

1. Comprehensive Grant Financial Services

- Contribute to the allocation of budgets for program and project finances, including cost-sharing analysis across complex multi-partner funding structures.
- Prepare accurate forecasts and analyze variances in financial data.
- Develop financial planning scenarios to support program sustainability.
- Generate detailed financial reports for strategic and operational planning.
- Prepare grant agreements and amendments.
- Review and assess stakeholder requests for grant amendments prior to their approval by senior leadership, including scope changes, completion date extensions, and residual fund requests.
- Additional activities as required.

2. Stakeholder Support, Engagement, and Coordination

- Actively support post-secondary institutions, non-profit organizations, research institutes, and other stakeholders by facilitating smooth processes for grant management and reporting, and providing timely responses to inquiries and concerns.
- Issue grant reminders to applicants and ensure all required reports are received in accordance with funding agreement schedules.
- Liaise with grant recipients to process payments and obtain required reporting promptly.
- Support recipient organizations in tracking and coordinating financial reporting outputs from principal investigators and monitoring requests for reporting exemptions.
- Manage relationships with organizations receiving innovation grant funding, addressing issues, considering suggestions, and ensuring compliance with program requirements and IP strategy obligations.
- Collaborate with Ministry representatives to develop and update funding guidelines.
- Liaise with other Ministries (e.g., Health and Advanced Education) with a common interest in promoting the innovation sector to identify opportunities for best practices or coordination.
- Collaborate with external auditors, providing a detailed understanding of Government of Alberta programs.

3. Ensure Compliance and Transparency through Program Administration

- Lead pre- and post-award processes and resources for innovation grant funding programs, ensuring accountability requirements are met.
- Collaborate on and operationalize program funding decisions to ensure appropriate pre- and post-award accountability requirements are met through to outcomes and system impacts, including for multi-node and consortium delivery models.
- Participate in annual planning activities and share information with other branch staff to ensure alignment and integration of policies, processes, and standards.
- Monitor and analyze financial performance, variances, projections, completion rates, and status reports provided by stakeholders, including review of partner leverage documentation and co-investment verification.
- Coordinate financial reconciliation and reporting processes for consistency, accuracy, and transparency.
- Assure qualitative accountability of delivered programs, including reviewing outcomes and financial reports.
- Analyze reporting from program recipients, assessing project compliance with reporting requirements, performance targets, and IP strategy obligations.
- Develop and present recommendations for maintaining transparency in grant administration.
- Support the review of reports, invoices, and receipts to ensure compliance with program guidelines, budgets, and grant agreements.
- Contribute financial information from research and innovation grant programs to prepare annual reports and demonstrate program performance.

4. Enhance Program Effectiveness

- Provide analytical, consultative, and quality control services throughout the pre-award and post-award phases of the program life-cycle.
- Develop reports to inform strategic and operational plans, decisions, and reports related to innovation grant funding programs delivered through the unit.
- Develop and update grant funding guidelines and templates consistent with relevant government policies, procedures, and legislation, including eligibility criteria, eligible cost categories, partner contribution requirements, and IP strategy expectations.
- Develop analysis of trends, strategic impact assessment, Ministry position, and stakeholder interests to support the development, review, or evolution of grant funding programs and inform changes in program policy.
- Provide recommendations and advice to the Manager, Director, Executive Team, and senior officials on opportunities to support innovation and economic growth through grant programs, including integrating processes and practices across the branch and division, and revising plans, policies, programs, and objectives.
- Lead research aspects of reviews, planning, and reporting of innovation grant programs, providing outcome-focused, thoroughly analyzed, and evidence-based observations to inform program and planning evolution.
- Champion the use of AI tools within the unit to improve program analytical capabilities, reporting workflows, and administrative efficiency, and actively support colleagues in building AI literacy and adoption.

5. Support Program Correspondence and Promotion

- Contribute to or lead the development of briefing notes, letters, and other correspondence supporting program amendment

recommendations (e.g., completion date extensions) for Manager and/or senior leadership approval.

- Conduct background research and analysis to develop briefing materials on proposed program changes or grant initiatives for review by senior leadership.
- Develop information packages to respond to questions on innovation grant programs or individual applications for senior leadership.
- Provide input into the development of impact reports or communications outputs, including content that demonstrates program performance against ATIS 2.0 priority outcomes.

Problem Solving

Typical problems solved:

This role involves potential challenges in obtaining timely and compliant data from recipient organizations. To address this, the Program Officer establishes and nurtures strong working relationships with PSI research services offices, and financial and reporting staff at research institutes and non-profit organizations. This includes effectively communicating expectations and deadlines and providing necessary tools and resources to facilitate the process. Additionally, the Program Officer may assist recipients in identifying eligibility for reporting exemptions, especially in cases of co-sponsored research. Given the complexity of policy and program delivery interpretation, this role demands a keen attention to detail. To mitigate challenges, the incumbent focuses on maintaining accurate program information and understanding the implications of each decision. The responsibilities extend to synthesizing and managing various documents, such as sector/issue briefings, background papers, grants, contracts, briefing notes, presentations, and background materials for the branch, division, and department.

Types of guidance available for problem solving:

This role operates with a high degree of autonomy, utilizing GoA policies, procedures, business plans, and legislation to ensure compliance with grant requirements and other essential activities. While independent, the position can seek additional guidance from the Manager, Director, and other program staff within the unit for unique situations.

Problem-solving is informed by existing ministry and government strategies and priorities related to innovation, along with specific program development and implementation frameworks. The Program Officer is expected to consult with the Manager and experts in other ministries for eligibility and approval in ambiguous cases, providing clear justifications for program decisions. These situations may be sensitive, requiring negotiation and conflict resolution skills. As issues arise, the Program Officer flags them to the Manager for consultation with senior management and other government experts with specialized knowledge, such as accounting principles or tax policy matters.

Direct or indirect impacts of decisions:

This position has a direct impact on the development and operations of research and innovation programs and initiatives. Data and analysis provided by the Program Officer plays a supporting role in providing recommendations and evidence to management and senior officials. The information delivered must not only anticipate future stakeholder needs but also comprehend the political landscape to align with potential requests. These insights shape decisions on program development, evaluations, improvements, and funding recommendations for grant program applicants. The accuracy of information provided is paramount, as inaccuracies could result in major discrepancies and have implications for program success. The incumbent is tasked with anticipating issues that may affect program delivery, thereby impacting the flow of funds to Alberta's research and innovation actors.

Success in this role is integral to demonstrating the department's consistency, accountability, and transparency in the financial administration of its programs. By providing accurate and compliant financial information, the Ministry can effectively communicate the value of programs and facilitate evidence-based decision-making.

Key Relationships

Major stakeholders and purpose of interactions:

Ministry Leadership: Provide background information to support advice and recommendations through approved briefings. Interaction involves information provision (briefing notes) escalated to ministry leadership for approval or decision.

Manager, Discovery Programming: Discuss front-line operations, recommend approvals, and provide updates, analyses, and reports.

Program and Division Staff: Engage with program team staff for unit operations, issue identification, and opportunities for program improvements. Work closely with unit staff to manage workloads, deadlines, and ensure consistent application of relevant legislations and policies across grant programs.

Communications Officer, CPE: Share clear information on program updates and innovation strategies.

Corporate Services within Ministry (e.g., HR, Legal, Legislative Services): Seek guidance, interpret policy into program design documents, and move documents through the approval process. Maintain crucial relationships with Legal Services for legal reviews of contracts, amendments, and advice. Engage with department financial services for prioritized and positive interactions to ensure mutual benefit and accountability.

Inter-Ministerial Staff: Maintain communication with other Ministries, such as Health and Advanced Education, with a shared interest in supporting the innovation sector.

Office of the Auditor General: Interaction with the Office of the Auditor General may be required to understand changes to compliance requirements or respond to program audit questions.

External Stakeholder Interaction: Interact primarily with financial representatives within research services offices or grant

management offices at grant recipient organizations (i.e., PSIs, research institutes, non-profit organizations). Also engage with review panel members, external service providers, and federal government funding agencies.

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:

This role requires experience in financial administration, research and analysis, and grant agreements.

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

- Comprehensive knowledge of grant program administration, including pre- and post-award processes, grant agreements and amendments, financial management, compliance monitoring, reporting, and accountability frameworks.
- Strong analytical and financial skills, including budget analysis, variance reporting, financial planning, and assessment of complex multi-partner funding structures (e.g., co-investment leverage and in-kind contribution valuation).
- Understanding of evaluation and performance measurement approaches, including results-based accountability frameworks.
- Strong grasp of legislation and regulations and their impacts on policy and program frameworks.
- In-depth knowledge of provincial and federal research and innovation funding, including program guidelines, delivery models, accountability requirements, and key factors influencing funding levels --particularly for post-secondary discovery and applied research.
- Understanding of the innovation ecosystem, including post-secondary institutions, non-profit research institutes, industry partnerships, and intergovernmental roles.
- Demonstrated ability to build and maintain strong stakeholder relationships, effectively requesting, evaluating, and coordinating information with internal teams, department leadership, and partner ministries.
- Strong written and verbal communication skills, including the preparation of briefing notes, correspondence, and analytical reports for senior decision-makers.
- Proven ability to manage multiple concurrent priorities, coordinate across diverse stakeholders, and meet deadlines in complex program environments.
- High proficiency with MS Office applications, including database creation and management; experience with CRM and other knowledge management systems is an asset.
- Commitment to adopting AI tools and digital innovation to enhance program administration, analytical capacity, and stakeholder service.

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		
Drive for Results	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works to exceed goals and partner with others to achieve objectives: <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 	With multiple and sometimes competing pressures to deliver programs in a timely manner, the Program Officer needs to be driven to achieve desired results and meet tight deadlines, using initiative.
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Engages the community and resources at hand to address issues: <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from 	Program policy development often involves complex issues, with potential solutions that are not readily apparent. The Program Officer is required to think creatively to

		<p>other areas to solve problems</p> <ul style="list-style-type: none"> Engages others and encourages debate and idea generation to solve problems while addressing risks 	<p>approach these complex issues in the formation of recommendations that feed into policy development, briefing notes, and other documents used to inform leadership.</p>
Agility	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Understands need for change and manages own emotions:</p> <ul style="list-style-type: none"> Uses common sense and past experience to approach ambiguous problems Prevents emotions from affecting others negatively Looks for information on changes Open to new ideas and helping co-workers 	<p>With rapidly shifting priorities, the Program Officer to quickly change course of action, or re-prioritize work to reflect current needs.</p>
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<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 Facilitates open and respectful conflict resolution Recognizes and appreciates others 	<p>In order to be effective in the delivery of funding programs, the Program Officer is required to be able to develop and build collaborative environments with other team members, across the branch, division, ministry and government, and with other key stakeholders. This is critical to achieve desired cooperation, and requires strong interpersonal skills and tact.</p>
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>The Program Officer needs to anticipate requirements of research and innovation institutions and balance this with an understanding of the department's ability to implement specific programs.</p>

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)