

Reclassification

Ministry

Public Safety and Emergency Services

Describe: Basic Job Details
Position

Position ID

Position Name (30 characters)

Grants Analyst

Current Class

Administrative Support 5

Requested Class

Program Services 2

Job Focus

Corporate Services

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

AEMA/SSS/Emergency Management Grants & Logistic

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value
Changes Since Last Reviewed

Date yyyy-mm-dd

2022-08-01

Responsibilities Added:

- This role has direct interaction with grant stakeholders.
- This role typically supported the grants advisor/manager and required frequent oversight however; expectations require greater contributions in the creation of work products; and requires the position to be able to work on projects individually or as part of a team.
- This role no longer has a sole focus on compliance, this role will now:
 - gather requirements,
 - liaise with Legal Services,
 - create grant agreements,
 - liaise with stakeholders to support their inquiries, acceptance and approval,
 - attain grant approval,
 - execute the agreement and associated amendments,
 - compliance review,
 - file preparation and file closure.
- This position will create stakeholder grant materials as well as Ministerial and Executive briefing materials.

The above roles have not been taken from another role within the Unit and is intended to reduce the oversight required for this position to make it more autonomous.

- Increased involvement in Grant planning activities include requirements gathering, evaluation rubric and grant scoring activities.

Responsibilities Removed:

N/A

Job Purpose and Organizational Context

Why the job exists:

The Emergency Management (EM) Grants Unit provides and consults on emergency management capacity growth funding under the authority of the Ministerial Grants Regulation providing expertise to:

- communities within Alberta,
- disaster relief both provincially and internationally,
- grant development, delivery, and oversight for 'program' and one-time grant initiatives.

Reporting to the Manager, EM Grants & Logistics, the Emergency Management Grants Analyst is responsible for provincial and federal sponsored grant engagement, planning, drafting, agreement, compliance, payment, closure and audit preparation. Stakeholder engagement and subject matter expertise includes grant process, program advice, communication, regulatory and policy interpretation, and clarification with the purpose to build trust in AEMA grants and strengthen community emergency management capabilities and disaster resilience.

The Emergency Management Grants Analyst is a vital member of the EM Grants Unit, overseeing Provincial and Federal sponsored grants supporting the four pillars of the Emergency Management Framework, which include Prevention/Mitigation, Preparedness, Response, and Recovery.

Responsibilities

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

Providing information to municipalities, municipal associations, affected professionals, non-governmental organizations, industry representatives/consultants, the public, and management regarding AEMA grant programs and conditional grant agreements (CGA).

- Provide verbal and/or written analysis and advice to stakeholders regarding routine or procedural inquiries about AEMA grant programs and agreements. Complex inquiries will require the coaching of the Grants Advisor, Emergency Management (EM) Grants and Manager.
- Prepare clear and consistent correspondence, briefing notes, and reports in response to questions about grant programs and agreements for senior management and elected officials.
- Monitor issues that involve pressures to change the AEMA grant programs and agreements, and advise the Manager, EM Grants & Logistics regarding issues (actual or perceived), any major increase in stakeholder concerns, or any major shift in stakeholder positions related to these issues on a timely basis.
 - > This helps the overall understanding of compliance with AEMA grant programs and CGA conditions, as well as the identification and resolution of grant/agreement-related concerns.

Support grant and agreement processes including the assessment, recommendation, approval, monitoring, compliance, payment, closure and audit processes.

- This requires:
 - verbal and written communication with applicants,
 - analysis of materials received from applicants,
 - organization of received content to meet records management requirements,
 - preparation of written reports for senior management and the Minister;
 - consideration of:
 - . government and departmental policies, business plan and accountability requirements;

- . municipal needs, priorities, and approach to local governance and service delivery;
 - . administrative burdens and costs; and
 - . provincial-municipal relations.
 - Review, monitor and assess municipal grant applications, documentation, funding use, payment and reporting in accordance with GoA/Department policies, procedures and program intent to participate in recommendations to senior management and to the Minister.
 - Monitor, review, and evaluate applications, documentation, and reporting regarding the use of grant funds, with reference to the terms and conditions of the grant program and reimburse in accordance with GoA financial policies and procedures.
 - Prepare reports, briefing notes, summaries, draft agreements, amendments, correspondence and annual expenditure reports.
 - Build and develop positive relations with municipalities, First Nations, Metis Settlements, stakeholders and grant/agreement recipients.
- > This results in well-prepared recommendations to the Minister that are based on careful consideration and evaluation of each grant application that align with policies and procedures and assurance that requirements and expectations of grants or agreements are satisfied in a timely manner

Assist the EM Grants Unit's compliance through recommendations for changes to AEMA grants and agreements.

- Doing so requires consideration of:
 - government and departmental policies,
 - the department's business plan and accountability requirements, and
 - such factors as municipal needs and priorities,
 - current approaches to local governance and service delivery,
 - administrative burdens and costs, and
 - provincial-municipal relations.
- Support the consultation process with stakeholders, including other department units, provincial departments, elected officials, municipalities, municipal associations, affected professionals, non-governmental organizations, industry representatives/consultants, the public, and management to obtain feedback, evaluate options and resolve issues.
- Assist in conducting background research and analysis (including financial modeling where appropriate), and help to develop briefing materials, options, and recommendations on proposed program changes for review by senior management, and/or the Minister.
- Supports the review, development, and update of grant related communications and documents posted on AEMA's website for currency to support stakeholder and recipient knowledge.

>This results in the development of an applied and advantageous grant program and agreements responding to the needs of recipients. An efficient and effective grant program/CGA results in improved working relationships between the province and recipients and improves the governments reputation.

Collaborate on the implementation of EM grants, CGAs, and amendments to a program/agreement. This requires working with management, the grant program sponsor, and other Government units, departments, and organizations involved in the administration of the program(s).

- Develop implementation and communication plans to stakeholders for approved grant initiatives.
- Assist with the implementation of AEMA grants and agreement amendments as required, including preparing draft program document, form and program guidelines, clarifying and interpreting program guidelines, and/or helping to coordinate with other affected stakeholders in the department or with other departments.

> This enables more effective grant program or compliance policy modifications, which allows the department to be more responsive and flexible in responding to changing municipal needs.

Conduct research, investigations and reviews of AEMA grant operations and materials which include effectiveness, responsiveness, accountability, grant uptake, program impact assessments, benefits of program change initiatives and any compliance concerns.

- AEMA grant programs exist in the context of:
 - provincial-municipal relations, and questions from municipalities and suggestions for changes to programs are frequent.
 - the AEMA handles on behalf of the department CGA requests that are outside of any existing grant programs.
 - Participate in the development and implementation of grant policy and procedure to carry out studies, investigations and reviews of program effectiveness, compliance issues, problem grants, or other program issues. This may involve gathering and analyzing information collected from grant clients regarding grant programs and CGA. The Grants Analyst assists the Manager by recording future process improvements and reporting of grant policy and grant outcomes to manager.
 - Carry out reviews of grant reporting that do not meet the requirements of the program guidelines and advise the Manager. This includes reviews of CGA requests and requests to amend project descriptions after funding is approved, and requests to extend deadlines.
 - Reviewing documentation, gathering required information and details from the applicant, draft recommendations and/or amended documentation provided for Assistant Deputy Minister's or the Minister's approval.
 - Analyzes and reconciles 'program' and one-time provincial grant initiatives, and delivers reporting and compliance oversight activities to ensure accountability on the use of funds, and the final review and closure of the grant at project completion for Manager approval:
 - Monitors compliance due-dates per signed conditional grant agreements and sends out notifications of compliance with instructions to respective stakeholders. Maintains and follows up on outstanding reporting requirements. Ensures recipient accountability to provide required documents, and for meeting specific terms and conditions of compliance as set out in the conditional grant agreements (i.e. through ongoing phone and email correspondence). Assertiveness, detailed audit trail logging, and continual follow-ups (with stakeholders) are necessary in order to obtain action on numerous non-compliant casefiles and/or the return of monies where applicable. Escalates sensitive cases to Manager for risk assessment, advice, and or action.
 - Ensures compliance with the relevant portions of the Government Organization Act, Municipal Government Act, Financial Administration Act, other government departmental accountability policies and procedures, and various Grant Program guidelines.
 - Supports the design, development, and enhancement of custom and tailored compliance frameworks and processes that maximize efficiency and effectiveness of the accountability process.
 - Continuously evaluates the effectiveness of established compliance and reporting processes in order to support the recommendation and implementation of improvements, as needed.
 - Consultation with municipalities, program staff, or a number of government departments to assess the ease and practicality of adopting new policy or policy changes and the overall impact on the administration of conditional grants;
- > This results in up-to-date policies and procedures that contribute to compliance with government accountability requirements as well as improved responsiveness to municipal and other stakeholder needs.

This position may be required to work in the Provincial Emergency Coordination Centre or on field assignment as needed during emergencies to coordinate provincial emergency response efforts and/or support/advise/assist government ministries, municipalities, First Nations and/or other organizations. In these circumstances, the position may require working extended and irregular hours and/or shifts with minimal or no notice, particularly during emergencies and exercise.

Problem Solving

Typical problems solved:

- Monitor issues that involve potential or required changes to AEMA grant programs and agreements whether actual or perceived, consolidate and report changes to stakeholder concerns or positions to the manager on a timely basis.
- Support the consultation process with stakeholders, including other department staff, provincial department staff, elected officials, municipality/municipal association staff, affected professionals, non-governmental organizations, industry representatives/consultants, the public, and management to obtain feedback, evaluate options and resolve issues.
- Participate in the development and implementation of grant policy and procedure to carry out studies,

investigations and reviews of program effectiveness, compliance issues, problem grants, or other program issues. This may involve gathering and analyzing information collected from grant clients regarding grant programs and conditional grant agreements. The grants analyst records and reports suggestions program and process improvements and provides these to the Manager for reporting and operational improvements.

- AEMA Grants may correspond to ‘non-standard’ requests, requiring customized agreements and processes to address unique stakeholder funding needs and objectives, and to demonstrate compliance which presents unique issues and complex challenges and are out-of-scope of available policy guidance. Innovative and creative thinking with sound judgment to resolve complex problems, prepare strategies, identify, quantify and qualify impacts to mitigate issues.
- Consult, listen, provide/present advice and clarification, request information from stakeholders via written and verbal means on AEMA policies and grant/agreement intent.
- Awareness of issues and political standing or sensitivities of various stakeholders, and assist in negotiating deliverables that are acceptable to stakeholders.
- Flexibility to act in a matrix project management organizational structure, in a variety of project teams, and with many stakeholders in complex interrelationships.
- Identify issues and exercise good judgment on unique, changing or unclear defined parameters to develop recommendations and priority issues to the Manager.
- Ability to maintain a professional manner and confidentiality in dealing with highly sensitive political matters relating to applications, complex reporting and/or compliance issues and PECC activation.

Types of guidance available for problem solving:

- Guidance for problem solving will be provided where requested by the incumbent or upon review of work products.
- One on one meetings will be used by the Manager to review decision making and provide feedback/considerations for future decision making.
- When sensitive or complex requests are assigned by the Manager, the Grants Advisor may and Manager will provide specific inputs or suggestions.

Direct or indirect impacts of decisions:

- Impacts of decision making can include increased work efforts by internal and external stakeholders on prepared grant agreements.
- Improper direction/information can cause issues for Ministry staff, other Government of Alberta department staff as well as external grant stakeholders. This includes all aspects of the EM Grants process that may impact timelines and grant proposal from stakeholders which may impact applicants financially if proposals do not meet requirements.

Key Relationships

Major stakeholders and purpose of interactions:

- Grants Advisor - this position works with the Grants Advisor position.
- Manager Emergency Management Grants and Logistics/Director of Logistics support - provide Grant Program updates, work products and reports (e.g., uptake, results of application evaluations, status of each program and escalate concerns or issues) and respond to Grant Management queries.
- Municipal/First Nations/Metis Settlements – this position will interact with municipal staff who are responsible for submitting grant applications and annual expenditure reports, for the purpose of clarifying information provided in the application or expenditure report, or to obtain missing or outstanding information required to process the application or expenditure report. This position may also respond to questions from municipal administration staff and provide information about ministry grant programs.
- AEMA Staff - Gain knowledge of program initiatives for the creation/improvement of existing/new grant initiatives, report grant status and related reporting information
- Ministry Staff - Liaises to share information, gain legal advice and respond to queries regarding Program and Non-Program grants and initiatives.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
High School Diploma			

If other, specify:

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

- Interpretation of and or external presentation of EM Guidelines, Regulations and Legislation.
- The position has knowledge of a specialized technical area, specifically Emergency Management Grants to support the promotion of community resiliency in Alberta.
- Knowledge of grant funding, financial policy & compliance, research methodologies and project management are also required.

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Observes and understands larger impact of role:</p> <ul style="list-style-type: none"> • Sees impact of work on organization; anticipates change in own area based on activities in other areas • Considers how own work impacts others and vice versa • Ask questions to understand broader goals • Aware of how organization adds value for clients and stakeholders 	<ul style="list-style-type: none"> • As a grants analyst the function of the stakeholders of the grant agreement must be known as well as how policy and best practice may impact those involved. • The role must understand the EM Grant programs and what is intended to provide to recipients and the province of Alberta.
Creative Problem Solving	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Is open to new ideas and breaks problems down to identify solutions:</p> <ul style="list-style-type: none"> • Breaks down problems into small parts • Constructively questions and challenges the norm • Open to other’s perspectives and aware of own • Contributes ideas for improving processes, and adapts existing practice to address problems 	<ul style="list-style-type: none"> • This role will need to not only improve the stakeholder experience but also the refinement of administrative process. • The differing situations of stakeholders and programs require this position to use various approaches to find solutions to resolve issues and/or promote the Emergency Management grants available. • This position exercises judgment on how to accomplish role objectives and analysis of alternatives for future implementation.
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 	<ul style="list-style-type: none"> • This position is consultative with a balance between development of solutions and outlining existing

		<ul style="list-style-type: none"> • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques 	<p>grant solutions to stakeholders.</p> <ul style="list-style-type: none"> • It will be vital in this role to not only identify stakeholders but to document their vital information. • This role must interact with internal Agency and Ministry staff, other GoA staff as well as Municipalities and First Nations.
Drive for Results	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Actively sets goals and remains open to advice on reaching them:</p> <ul style="list-style-type: none"> • Sets goals and prioritizes work • Identifies and corrects areas for improvement • Suggests actions; asks for advice when lacking information or multiples priorities • Operates within APS value system 	<ul style="list-style-type: none"> • It would be expected that this role will manage assignments with requested input from the manager when multiple priority projects are present. • The grants analyst must demonstrate personal drive and motivation and be able to deliver work products calmly and confidently in face of adversity.
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 	<ul style="list-style-type: none"> • Grant analyst must suggest improvements to process and program best practice and needs to adapt to changing timelines and requirements often. • Analyst must adapt to change and constructively handle ambiguity and uncertainty in the performance of their role.

Benchmarks

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

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