

## Update

Ministry

Municipal Affairs

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

Manager, Grants in Place of Taxes Program

Current Class

Job Focus

Operations/Program

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

Vacant

#### Organizational Structure

Division, Branch/Unit

MAG, GEPT, TPA

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Senior Manager (Zone 2)

### Design: Identify Job Duties and Value

#### Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

No changes. Updating to new template.

Responsibilities Removed:

No changes. Updating to new template.

## Job Purpose and Organizational Context

Why the job exists:

Reporting to the Director, Tax Programs and Assessment Audit, the Grants in Place of Taxes (GIPOT) Manager oversees the interconnected functions of two critical teams:

- Operations of the GIPOT program (GIPOT Team); and
- Payments for all ministry grant programs (Payments Team).

This role is accountable for facilitating strong working relationships between 5 professional staff while providing broad direction and oversight to:

- support GIPOT budget forecasting and quarterly updates
- determine the GIPOT eligibility of crown properties,
- support assessments audits of GIPOT properties,
- develop and interpret legislative and program policy for the GIPOT program and
- Review and approve a range of ministry grant payment processes.

To be effective in this role the manager is expected to provide guidance to staff and senior management in order to:

- resolve program questions;
- make recommendations for GIPOT payments;
- process payments for several ministry grant programs;
- ensure grant payment timelines are met;
- support policy research, development and implementation;
- oversee program reviews;
- facilitate communication between team members and other areas across government
- collaborates on technology and systems development to for the GIPOT program and processing of ministry grants.

This role ensures timely processing of GIPOT applications and grant payments to over 325 municipalities across Alberta.

## Responsibilities

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

The GIPOT Manager provides guidance and leadership to support the team in achieving the following 6 core outcomes:

### **1. Grants in Place of Taxes (GIPOT) - Application Processing**

*The GIPOT Team receives and evaluates tax notices from over 5500 crown properties annually to inform GIPOT payment recommendations. The manager's responsibilities are to apply broad knowledge of the program, political direction, and team member expertise to:*

- Support the GIPOT Grant Administrator in reviewing tax notices and tax rate bylaws
- Provide guidance and interpretation to determine GIPOT eligibility based on legislation, program policy and criteria
- Facilitate connections/communication between the Grant Administrator and other team members to support analysis of complex applications or specific questions
- oversee, review and respond to stakeholder inquiries.

### **2. GIPOT - Assessment Audits on Crown Properties**

*The GIPOT team audits municipal assessments of Crown owned and occupied properties to ensure assessed values are accurate and meet legislated standards. The manager's responsibilities are to:*

- Work with the Crown Property Assessment Auditor to set tolerance levels for year-over-year changes in assessment for crown owned property.
- Support the Crown Property Assessment Auditor in the auditing of provincially owned properties subject to a municipal GIPOT application.
- Leverage knowledge of how Alberta's property assessment framework (e.g. legislation, regulations and liability coding) relates to how property taxes are levied to guide discussions with the Crown Property Assessment Auditor.
- Facilitate external understanding of program objectives and changes by maintaining a positive relationship with municipalities, municipal officials and local assessors.

### **3. GIPOT - Review of Crown Leases**

*The GIPOT team reviews crown leases across several ministries to determine eligibility for a GIPOT payment. The manager's responsibilities are to:*

- Act as the Ministry's representative on interdepartmental initiatives and work with the Crown Property Assessment Auditor to advise on a property's eligibility for a GIPOT payment.
- Apply extensive understanding of government contracts and leases on provincially owned properties to provide recommendations and advice regarding the relationship between GIPOT and leasing practices.
- Build connections and relationships with areas in Infrastructure and other ministries responsible for Crown Land leasing to facilitate GIPOT specific leasing discussions.

### **4. GIPOT - Program Policy Interpretation, Development and Maintenance**

*The GIPOT Team must interpret and apply policy to support program operations, identify policy gaps, and periodically review the framework to ensure currency. The manager's responsibilities are to:*

- Oversee, guide and support staff to deliver the GIPOT program in a consistent manner within current program policies and legislation.
- Empower staff to interpret and apply GIPOT policy.
- Identify and leverage staff expertise to understand and resolve complex policy issues when determining GIPOT eligibility
- Maintain broad awareness of Crown Land assessment and leasing issues that intersect with the GIPOT program to ensure issues are flagged and policies updated in a timely manner.
- Engage and foster relationships with other departments to mitigate potential conflicts with the GIPOT program and advocate for GIPOT policy alignment across government.
- Lead the GIPOT team in responding to questions and concerns municipalities and other government departments have about the GIPOT program.

### **5. Grant Payments - Processing**

*The Payments team reviews and batches payments for 8 grant programs to ensure timely and accurate payments are made within the fiscal year. The manager's responsibilities are to:*

- Support staff trained in financial matters to complete payments and meet financial deadlines.
- Act as a resource to the Payments team should issues arise that need to be elevated to senior management.
- Facilitate connections between the payments team and other grant delivery teams within the GEPT branch.
- Review payment batches as needed to support segregation of duties within the payment process.

### **6. Grant Payments - Audit and Compliance**

*The Payments team works with Municipal Affairs Senior Financial Officer, auditors from municipalities and the Office of*

*the Auditor General to ensure proper accounting practices and program operations. The manager's responsibilities are to:*

- Review Payment teams' monthly forecasts, payments and reconciliations prior to advising Municipal Affairs' Finance department
- Oversee the quarterly forecast process and report variances to senior management together with recommendations to mitigate where possible to help ensure accountable and fiscally responsible program delivery.
- Support Ministry budgeting and forecasting as part of larger Treasury Board funding requests and reporting.
- Oversee the preparation of municipal audit confirmation letters for various grant programs indicating grant amounts paid or accrued to stakeholders.
- Oversee the collation of grant details to the Office of the Auditor General and respond to questions pertaining to the program policy, procedures and processes pertaining to payment.

## **7. Technology and Systems Maintenance/Development**

*The GIPOT and Payments team collaborate with the Municipal Grant Operations (MGO) Team and Technology and Innovation to maintain, fix, and develop grant-related computer applications. The manager's responsibilities are to:*

- Apply broad knowledge of IT systems development to help guide and advocate for system-based needs.
- Act as the connection between GIPOT and Payment Teams and TI and MGO teams to ensure clear communication of IT issues, needs and urgency.
- Lead IT projects as the Product Owner who defines the overall vision and business outcomes for the project and prioritizes requirements based on value, risk, and strategic importance to the program.
- Support the team in advancing knowledge and integration of the latest AI tools into payment and grant related applications.
- Share ownership with the MGO team on the business logic and long-term planning of payment and grant related applications' evolution.

## **8. General Management Duties**

- Promote a culture of respect that cultivates employee engagement, knowledge transfer, advancement within the organization and sustains a high-performance team.
- Sustain a high-performance team by enabling cross-training and promoting employee development within their role as well as within the GOA.
- Review and prepare briefings, memos, reports, and other documents pertaining to the GIPOT program and grant payments as required.
- Brief and provide strategic advice to the Director, Tax Programs and Assessment Audit regarding issues of significance.
- Plan work, set goals and performance measures, monitor performance, and report on accomplishments.
- Through appropriate strategic analysis, stakeholder consultation, and political consideration, provide policy advice and respond to issues that impact the division.
- Contribute to Divisional and Departmental business and operational plans and performance reporting.
- Support other areas of the Unit and branch as required.

## **Problem Solving**

Typical problems solved:

Problems solved typically relate to program operations and policy, budgeting, accounting, and resolving grant program software issues. These typically include:

- Information requests from the Minister and Senior Management

- Policy development to support the GIPOT program's effectiveness,
- Project Management to ensure program operations and staff workloads are balanced and enable timely delivery of grant payments.
- Working with cross-ministry partners to resolve issues related to the GIPOT program
- Ensuring quarterly spending aligns with the program budget and forecasts
- Identifying system needs for development and ongoing use of grant related IT applications
- Resolving financial reporting and payment issues
- Developing and implementing succession planning strategies

Types of guidance available for problem solving:

This position works within the parameters of established legislation, policies, plans, and guidelines. The Manager is expected to solve problems by:

- Reading and interpret legislation and program policy;
- Working closely with direct reports, colleagues across the branch and Legal Services to understand issues, historical approaches, and options;
- Collaborating with cross ministry partners to understand perspectives and negotiate solutions;
- Seeking guidance from the Director of Tax Programs and Assessment Audit
- Applying critical thinking skills to their general knowledge of government process and operations.
- Applying best practices for accounting in accordance with the Government of Alberta's and Departmental accountability policies and practices.

Direct or indirect impacts of decisions:

Decisions made in this role directly impact

- The timely distribution of over \$1.2 billion dollars in municipal grant funding
- Municipal qualifications for GIPOT eligibility
- Government processes related to leasing
- The auditing approach on municipal assessments for crown lands

These decisions have a direct impact on the Ministry's relationship with municipalities and public perception of the Government.

## Key Relationships

Major stakeholders and purpose of interactions:

### Internal

- GIPOT Staff - Daily - provide oversight and advice to ensure operational timelines are met, budget targets are managed, and issues addressed while also ensuring team feels supported and empowered to deliver the GIPOT program and make a range of grant payments.
- GEPT Staff/TPAA Director - Daily - Timely information and advice on projects, budget, and a range of issues and policies, grant legislation and regulations related to GIPOT and grant payments.
- TPAA Director - Daily; Senior Management - As required - Advise on emerging issues that may require immediate attention. Timely information and advice on projects and issues with options for consideration. Effective and timely reporting on program budget, program policy, and delivery accomplishments.
- Minister, Ministerial Staff, Deputy Minister, and other elected officials - As required - Advise on emerging issues that may require immediate attention. Timely information and advice on the GIPOT program and

projects, briefings and issue management, policy analysis, and options for consideration.

- Legal Services, Communications and Finance - As required - Consult with department legal, communications and finance staff in matters relating to GIPOT. This includes interpretation of legislation and regulations to internal and external clients.
- IT Support - As required - Information and advice on IT system development and project proposals related to the delivery of GIPOT. During times of IT system reviews/builds contact with IT support may increase to weekly or daily.
- Provincial Departments with GIPOT eligible land holdings (Including Transportation and Economic Corridors, Infrastructure, Environment and Protected Areas, Forestry and Parks, and Tourism and Sport) - As required - Advise on departmental legislation and regulations that impact GIPOT, consultation regarding other departments programs' impacts. Participation on cross-ministry committees and working groups. Raise awareness of and advocate for other ministries to consider GIPOT responsibilities related to their landholdings.

#### External

- Municipalities and Municipal Associations - Regular - Provide guidance, clarification and advice related to GIPOT. Attend meetings/conferences to address issues and gain further knowledge.
- Municipal CAOs and Assessors - As required - Respond to questions about and offer interpretation on the GIPOT program's operations and policies. Ensure technical inquiries are redirected to the appropriate GIPOT staff member.
- Albertans - as needed - respond to inquiries about the GIPOT program from the public.
- External IT vendors - work to ensure ongoing and effective support for GOA applications and new IT builds.

#### Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Public Administration	Business	Other

If other, specify:

Recognized Property Assessment accreditation (AAA, AACI, etc..) and a Chartered Professional Accountant

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

Technical competencies include:

- high proficiency in Excel
- Experience working with large/complex databases
- Demonstrated experience interpreting and applying program and operational policy
- Financial analysis with a focus on budgeting and forecasting.

The Manager requires thorough and comprehensive knowledge of:

- Developing, managing and reviewing government grant program policies, procedures and requirements
- Interpreting and applying legislation with a focus on grant delivery including,
- Government financial accounting and reporting, audit, accountability, and internal control principles and practices.
- Government financial forecasting and budgeting practices including quarterly budget updates and other budget and payment related financial tracking and forecasting tasks.
- Project development, management and implementation in a public sector setting.
- Knowledge of information technology for work related systems development and electronic payments.

- Working with legislative and regulatory processes and applying principles of administrative law
- Experience with Alberta's property assessment framework and property tax policies.
- Stakeholder communication approaches to facilitate the sharing of GIPO information to a variety of stakeholders
- Provincial government and municipal practices, procedures as well as understanding current provincial and municipal trends and issues
- Strong ability to work independently with minimal supervision, ability to identify issues and determine the appropriate course of action, strong leadership, performance management and interpersonal communication skills, and well-developed advisory and consultancy skills.
- Assessment and taxation practices, principles, policies and application in the Alberta context.
- Alberta's *Municipal Government Act*, the Ministerial Grants Regulation (Alberta Regulation 215/2022) and the *Government Organization Act* and a broad understanding of other provincial legislation and regulations affecting municipalities.

**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		
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> <li>• Encourages broad thinking on projects, and works to eliminate barriers to progress</li> <li>• Facilitates communication and collaboration</li> <li>• Anticipates and reduces conflict at the outset</li> <li>• Credits others and gets talent recognized</li> <li>• Promotes collaboration and commitment</li> </ul>	<p>Works collaboratively with other ministries to promote best practices in leasing, raise awareness of the Province's GIPO responsibilities and advocate for their inclusion in leasing provisions.</p> <p>Facilitates collaboration across a diverse operational team with staff whose roles and interests differ greatly.</p>
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> <li>• Uses variety of resources to monitor own performance standards</li> <li>• Acknowledges even indirect responsibility</li> <li>• Commits to what is good for Albertans even if not immediately accepted</li> <li>• Reaches goals consistent with APS direction</li> </ul>	<p>Leverages knowledge and commitment from staff with diverse roles and skill sets to deliver the GIPO program on time and within budget.</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</p>	<p>Ability to adapt to changing IT environment</p>

		<p>initiative to change:</p> <ul style="list-style-type: none"> <li>• Takes opportunities to improve work processes</li> <li>• Anticipates and adjusts behaviour to change</li> <li>• Remains optimistic, calm and composed in stressful situations</li> <li>• Seeks advice and support to change appropriately</li> <li>• Works creatively within guidelines</li> </ul>	<p>and shifting government priorities regarding program delivery, eligibility and funding amounts.</p> <p>Can communicate shifts in direction to team in a manner that is clear and promotes understanding of the change.</p>
Develop Self and Others	○ ○ ● ○ ○	<p>Plans according to career goals and regular development:</p> <ul style="list-style-type: none"> <li>• Aligns personal goals with career goals</li> <li>• Leverages strengths; attempts stretch goals</li> <li>• Provides feedback and openly discusses team performance</li> <li>• Values team diversity, and supports personal development</li> </ul>	<p>Promotes new learning opportunities amongst team, encourages staff to seek out opportunities and develop job-related knowledge.</p> <p>Fosters advancement for staff within the organization.</p> <p>Exhibits curiosity and a desire to learn and grow in the management role.</p>
Systems Thinking	○ ● ○ ○ ○	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> <li>• Seeks insight on implications of different options</li> <li>• Analyzes long-term outcomes, focus on goals and values</li> <li>• Identifies unintended consequences</li> </ul>	<p>Ability to see the links between different team functions, across the branch and how the team's work relates to Ministry and government priorities.</p>


