

Update

Ministry

Agriculture and Irrigation

Describe: Basic Job Details

Position Name 30 characters

Industry Dev Prgrm Specialist

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

This position is responsible for providing leadership and support for Programs under the Sustainable Canadian Agricultural Partnership (Sustainable-CAP) Agreement in Alberta. Primary responsibility is supporting the delivery of and contributing to strategic development of programs to achieve goals and objectives of the Sustainable-CAP Growth and Value-Added Theme Programs.

Key to this position is the ability to work with clients for successful applications, manage the budgets, tracking of performance measures and contribute to implementation of agricultural policy agreements, as well as to coach and influence AGI staff across the Ministry to achieve success. An understanding of Canadian Agricultural Policy, financial procedures, budget tracking and allocation of funding is required to ensure that federal funds are allocated and spent according to the agreement and that program performance measures are reported to both provincial and federal governments.

Responsibilities

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

1. Delivers and allocates Sustainable Canadian Agricultural Partnership (Sustainable-CAP) funding to ensure grant funding is aligned and allocated effectively to achieve the goals of the Federal - Provincial Sustainable-CAP Policy Agreement in Alberta. This ensures the Program funds will impact the agriculture industry by facilitating innovative opportunities that will support the agriculture industry to adapt to changing market and consumer demands and support new entrants to start new ventures.
 - Coach AGI staff in effective delivery and processing of the grants.
 - Track and report performance of Sustainable-CAP grants including, compiling quarterly and final summary reports on targets and performance measures identified in the Sustainable-CAP bilateral agreement and report outcomes to the Ministry and Federal Government.
 - Initiate processing and develop recommendations for grant approval.
 - Review and validate client claims and make recommendations for payments on grants.
 - Communicates directly with clients and coaching recipients to ensure they have a complete understanding of eligible expenditures, and reporting requirements. Also, provide coaching to other AGI staff around program criteria.
 - Collaborates with administrative services to see timely and accurate processing of grant applicants.
2. Efficient and effective management of federal funds to meet the objectives of the Sustainable-CAP Agreement in a manner that is accountable and measureable.
 - Review quarterly expenditures, reallocate funding as required to achieve program goals, ensure accurate forecasting and spending targets are met.
 - Track and report on expenditures including compiling quarterly and final summary reports on budget targets identified in the Sustainable-CAP bilateral agreement.
 - In a timely manner, review and approve financial claims for processing.
3. Continuous improvement of new and existing policy agreements, program development, and implementation of processes to ensure that knowledge and experience for the program area is applied to current and future programs to enable them to be even more effective and responsive for the agriculture industry.
 - Lead strategic planning and evaluation initiatives (internal and external) to keep programs relevant and effective.
 - Review and provide input on policy development as it relates to program terms and conditions and implementation.
 - Develop recommendations for program design changes to better achieve outcomes.
 - Develop and implement program evaluations to determine effectiveness of the Programs.

Problem Solving

Typical problems solved:

This position works with minimal supervision within the parameter of established ministry and government administration policies, processes and procedures. The position supports the allocation and reporting of grant funding. The position is responsible for the day-to-day operations of the grant and provides client service in a professional, customer service-oriented and competent manner. This position resolves conflict and negotiates resolutions with clients on grant eligibility and payment claims. This position is expected to draft terms and conditions outlining the programs design and changes. The position is responsible for promotion of the grant programs to the agriculture and agri-food industry to ensure adequate uptake. This position is expected to design and implement a communication plan to achieve this goal.

Types of guidance available for problem solving:

This position reports into the Manager, Industry Development Programs, and will receive guidance as

required. It is expected that this position will take initiative to explore potential solutions to challenges.

Direct or indirect impacts of decisions:

This position has a direct impact on the:

- Clarity and accuracy of policies, processes, and procedures that contribute to development and execution of Sustainable-CAP programming.
- Working relationships between the province and stakeholders.
- Identification and resolution of gaps related programs.

Key Relationships

Major stakeholders and purpose of interactions:

Industry clients - provide information and assistance as requested on a daily basis and deliver presentations.
 Grant recipients - provide coaching as needed on eligible activities and reporting requirements, monitor grants and find solutions to resolve issues collaboratively as they arise.
 Grant Programs and Evaluation Section staff - collaborate and share information to ensure compliance and client needs are met on a daily basis; develop recommendations on program design; collaborate on issues management
 Sustainable-CAP Program Committee - collaborate and share information on an as needed basis; provide ideas and input to enhance program delivery and policy.
 Senior and executive ministry leaders - provide recommendations for program evolution; provide reports on the benefits and outcomes of the programs.
 Other Agriculture and Forestry staff - provide information and assistance as required by staff who are representing external clients.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

Experience with grant program development or delivery is an asset.

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"/>	Considers inter-relationships and emerging trends to attain goals: <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 	Identifies implications of different options, ensuring funds support innovative opportunities for the agriculture industry. Leverages Systems Thinking in strategic planning, recognizing inter-relationships for continuous program improvement. Achieves Sustainable-CAP goals through a holistic approach, aligning program development with overarching objectives in Alberta.

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>Anticipates and adjusts behavior to changes in the agricultural policy landscape, ensuring alignment with the Sustainable-CAP Agreement.</p> <p>Remains optimistic, calm, and composed in stressful situations related to grant processing, fostering a positive and adaptable work environment.</p> <p>Seeks advice and support to navigate changes effectively, collaborating with stakeholders to address challenges and optimize outcomes.</p>
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <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 	<p>Holds self and AGI staff accountable for grant delivery, ensuring adherence to timelines and performance measures.</p> <p>Partners with clients and administrative services to achieve efficient and effective allocation of federal funds, aiming to exceed program goals.</p> <p>Aims to exceed expectations in grant processing by coaching AGI staff for effective delivery, ensuring successful applications and timely payments.</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 	<p>Asks questions to deeply understand challenges in Sustainable-CAP funding allocation, seeking insights from stakeholders and AGI staff to identify root causes.</p> <p>Looks for new ways to improve grant processing results, exploring innovative approaches to enhance efficiency and effectiveness.</p> <p>Explores different work</p>

		and perspectives to make choices	methods and draws upon past projects, identifying successful strategies to optimize Sustainable-CAP programs in Alberta.
Build Collaborative Environments	○ ● ○ ○ ○	Facilitates open communication and leverages team skill: <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 	Leverages the skills and knowledge of AGI staff, encouraging collaboration in the Sustainable-CAP funding allocation process to optimize grant delivery. Genuinely values and learns from others, fostering a culture of continuous learning and improvement within the team. Facilitates open and respectful conflict resolution, addressing any issues that arise in the grant processing workflow to maintain a positive and collaborative work environment. Actively promotes open communication, creating an environment where diverse perspectives are valued and contribute to the overall success of the grant allocation process.

Benchmarks

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

