

New

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

Requested 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**Job Purpose and Organizational Context**

Why the job exists:

The Sport, Physical Activity and Recreation (SPAR) Branch supports Alberta's non-profit sport system to deliver affordable access to sport and recreation opportunities. This is achieved through funding safe and welcoming programs and multi-sport games where Albertans can play, learn, compete, and even represent the province on the world stage.

The Grants Analyst position is located in the Policy & Grants Unit within the SPAR Branch. This position reports to the Manager, Grants and Operations and will contribute and support the review and assessment of grant applications, provide feedback and recommendations, and support continuous improvements of grant application and assessment processes. This role will understand grant program guidelines and applications, program outcomes, grant reporting, and the administrative approaches for each grant program. This role will also work within the team to lead and support the implementation of recommendations for continuous program improvements.

This is a diverse position that encompasses the following:

- Works directly with the Policy & Grants unit and stakeholders, by supporting applicants throughout the grant process, reviews applications for eligibility, provide recommendations for application approval or denial, and/or communicates with applicants regarding the status of their applications.
- Reviews submitted applications for completeness; all required information, documentation, and correctly completed budget. If the budget is unclear, works with the organization to develop a proper project budget, ensuring appropriate revenues are disclosed and verified, and current financial statements are in place that support the organization's viability, sustainability, and ability to undertake the project.
- Works collaboratively with team members and administrative staff to ensure the smooth processing and assessment of applications and using the various program scoring matrices, supports the scoring of applications so programs can make sound decisions for grant funding approvals or declines.
- Leads/coordinates the development and/or enhancement of program scoring matrices to ensure a more efficient and streamlined assessment of applications and analysis of information provided.
- Responsible for maintaining SharePoint sites, ensuring the completeness of application summaries and that all relevant documentation is located on the site.
- Leads and/or coordinates the review panels online or in-person; agenda is developed, file order outlined, file presentations and discussion are timed out and scheduled appropriately.
- Develops and/or updates written documentation to support grant programs assessment processes, and provides grant funding summaries and other input into Briefing Notes and addresses information requests from Assistant Deputy Minister's Offices, Deputy Minister's Office, Minister's Office and Premier's Office.

Responsibilities

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

1. Leads and supports grant application reviews and assessments.
 - Works independently and in collaboration with Policy & Grants unit to ensure stakeholders have submitted the required information and documentation for submission, and understand the program scope.
 - Leads and supports the assessment process by providing summaries of the applicant's projects and any issues with the project and/or organization.
 - Works in collaboration with the Policy and Grants unit to ensure all relevant documents and scoring matrices are easily located.
 - Develop, maintain and/or enhance grant program review and assessment tools, application and evaluation materials when required.
2. Provides technical support to stakeholders.
 - Oversees the webpage content, ensuring program information is current and updated regularly.
 - Support stakeholders in ensuring correct documentation is submitted.
 - Keep apprised of emerging grant management approaches and best practices.
 - Support the development of grant administration processes for staff and applicants, ensuring up-to-date and accurate information.
3. Lead and support grant program review panels, area research, strategic analysis, performance measurement, and reporting.
 - Review panels are coordinated for online, in-person or a hybrid model. Discussions and decisions are appropriately documented and stored for audit purposes.
 - Monitor performance measures that support/align with Branch/sector policy.
 - Conduct analysis of grant program data and economic impact to identify trends and opportunities, to be shared with senior leadership in the Division and Ministry.
 - Ensure that trend analysis and research around sport, physical activity, and recreation is translated into applicable information for sector partners.
 - Position will support research assigned to their project area.

4. Ensures the Director, Policy & Grants and Manager, Grants and Operations are supported in achieving the mandate and goals of the Division and Ministry.

- Participate on internal, cross-ministry, and cross-government committees, when applicable.
- Prepare briefing data input, summaries for stakeholder inquiries, and responses to information and action requests.

Problem Solving

Typical problems solved:

The position requires in-depth problem solving with a good understanding of SPAR's grants programs and sector research. The Grants Analyst provides a wide range of services including the leading and/or supporting the provision of advice, research, analysis, and recommendations. The position requires the ability to work effectively and efficiently on diverse tasks and provides effective solutions and constructive advice on a regular basis.

Types of guidance available for problem solving:

This position works under the direction of the Director, Policy and Grants and Manager, Grants and Operations within the parameters of the grant program policies and procedures. The position is required to exercise considerable judgment and flexibility in the assigned duties and working with a diverse range of agencies, individuals, and issues.

Direct or indirect impacts of decisions:

The impact of project assessments and scoring, including the panel members solicited can be significant in grant application recommendations. The quality and accuracy of application reviews and assessments compared to the guideline criteria is critical, given that they affect the recommendation for funding decisions and impact projects that benefit communities and the programs, events and facilities that are for the general public.

Key Relationships

Major stakeholders and purpose of interactions:

The Grants Analyst has regular and ongoing contact with:

- Policy & Grants Unit staff - lead and/or coordinate the review and assessment of grant program applications and the coordination of grant review panels; exchange information; facilitate presentations and collaborate on projects and initiatives. Will also provide updates and guidance pertaining to grant application reviews and assessments.
- Grant program stakeholders - support application processing; completeness and clarity of information, discussion of withdrawals and cancellations, providing information on project readiness and budgets, and facilitation of presentations.
- Senior management - provide updates on issues and developments within assigned program area; provide recommendations on issues management and program development.
- Interact with Ministry, cross-Ministry, and other levels of government (municipal/federal) - work collaboratively in areas of mutual interest and cross-ministry initiatives.
- General public - respond to inquiries regarding various programs and service information.

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:

Could also have an Arts, Education, Social Sciences or a 2 year diploma with the required work experience.

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

- Strong writing skills, including high-level business writing and experience with developing briefing notes and other decision documents, as well as public-facing communication materials.
- Strong interpersonal and communication skills, including presentation skills.
- Experience working with stakeholders or the public to provide information to solve a problem or inform on a topic.
- Knowledge of Government of Alberta grant processes, as well as policy development and approval processes.
- A sound understanding of the business of the Department, including policies, and procedures as well as

knowledge of Government of Alberta initiatives and collaborating departments for cross-ministry initiatives.

- Proven ability to support and foster innovation.
- Experience with project budgets and the development of projects and/or initiatives.
- Knowledge of Provincial and Federal legislation and/or policies related to Sport.
- Knowledge of information and policies surrounding the Access to Information Act and Protection of Privacy Act.
- Ability to use and navigate software tools including the Microsoft Office Suite (particularly Word, Excel, PowerPoint and Sharepoint).

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 	
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 	
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 through communication techniques 	

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 	
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Benchmarks

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

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.