

New

Ministry

Jobs, Economy and Trade

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Sr Program Analyst

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:

Reporting to the Director of Programs, Services and Initiatives, this position provides provincial leadership on key strategic funding initiatives under the provincial budget, the ELCC Bilateral Agreement Annex, and the Alberta Canada Early Learning and Child Care Agreement. These initiatives are designed to support the Government's goals and Ministry's business plan related to improving access to quality, affordable child care for Alberta's families as well as ensuring a highly trained and qualified Early Childhood Educator (ECE) workforce.

The position leads and carries out projects to support the Ministry's goal to provide an affordable, accessible and quality child care system for Alberta's children and families. The position functions as part of a collaborative team and supports the work of the Branch by providing current and accurate advice, recommendations and support based on situational awareness and analysis of trends, research and opportunities.

The position has expertise in policy development, implementation and grant management. The incumbent is accountable for the effective administration of grant funding exceeding \$3.8 billion through to 2026. Specific responsibilities include all aspects of grant management and administration including operations, payments, reporting, quality assurance and accountability to be meet the terms and conditions directed under the federal provincial child care agreements. Effective problem-solving, critical thinking, and essential decision-making skills are required while working in a politically sensitive and fast-paced environment that includes active involvement with key stakeholders.

Responsibilities

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

Performance Monitoring, Compliance and Grant Management - including, but not limited to, the development, operationalization, reporting and accountability of multiple grants for different purposes (eg. COVID-19 Relief Funding, ECE Recovery and Retention, Transition Funding, Wage top-ups, Affordability Grant, etc). This position will have oversight of the Child Care Affordability Grant which provides more than \$1 billion annually to achieve the goal of \$10 per day child care in Alberta.

- Contribute to the development of recommendations for provincial/regional procurement strategies and services that respond to evolving trends and issues that meet the needs of Albertans.
- Recommend the regional procurement approach and develop associated comprehensive planning and solicitation documents, including desired outcomes, performance measures, costs and communication strategies.
- Lead and/or support the grant administration processes to ensure alignment with procurement legislation and Ministry practice.
- Negotiate and finalize agreements with Legal and Finance including the terms, conditions, budget, risk identification and measures to minimize risks, in accordance with legislation to ensure quality supports and services.
- Lead the implementation, monitoring, reporting and accountability of grants administered through the provincial requirements under the federal agreements.
- Develop and implement processes to identify and effectively manage risk (client, political, program, community, and financial)

Capacity Building, development and Implementation - Participate, within the context of the ministry's business plan and provincial program initiatives to support the implementation of grant funding initiatives for the child care sector.

- Identify existing and emerging service and fiscal priorities and pressures.
- Conduct and/or obtain data from ongoing environmental scan of social issues, market demographics and trends gathered from statistical reports, external sources, etc to identify issues and develop effective options.
- Apply and integrated perspective, by assessing a continuum of services or discontinuing or changing grant funding to the child care sector.
- Develop, implement and participate in internal and external initiatives as required and to foster collaborative relationships, develop skills, build and/or increase capacity within the provincial child care sector.

Risk Mitigation and Quality Enhancement- Participate, within the context of the ministry's business plan and provincial program initiatives to support the performance monitoring and compliance of grant funding initiatives for the child care sector.

- Identify existing and emerging service and fiscal priorities and pressures.
- Conduct and/or obtain data from ongoing environmental scan of social issues, market demographics and trends gathered from statistical reports, external sources, etc to identify issues and develop effective options.
- Apply and integrated perspective, by assessing a continuum of services or discontinuing or changing grant funding to the child care sector.
- Develop, implement and participate in internal and external initiatives as required and to foster collaborative relationships, develop skills, build and/or increase capacity within the community/sector.
- Review & advise on existing and proposed policies and technology platforms.
- Develop and implement corrective actions to enhance processes and understanding for stakeholders in response to audit findings whereby child care programs struggle to achieve or maintain accurate reporting or compliance with the grant requirements.
- Provide expert direction and advice relating to risk identification and mitigation

Provide research and advice, identify and synthesize issues, and develop integrated responses and recommendations to support innovative options for new funding child care initiatives.

- Respond to action requests and draft briefing notes as well as other correspondence on behalf of the Minister, DM, ADM and Executive Director.
- Prepare Request for Proposals, Statement of Work and other procurement documents to engage in contractual agreements as required.
- Prepare high quality communication materials and report results with accuracy and sensitivity to the audience, including senior management in the Department, academic, policy and other stakeholders.

- Ensure a high standard of quality in preparation and review of correspondence, written responses to action requests and requests for briefing material in a timely manner.
- Acts as the program representative on project teams and committees, both intradepartmental and interdepartmental, where grant governance, compliance, operational risk, or customer service input is required.

Problem Solving

Typical problems solved:

The position has expertise in policy development, implementation and grant management. The incumbent is accountable for the effective administration of grant funding exceeding \$3.8 billion through to 2026. Specific responsibilities include all aspects of grant management and administration including operations, payments, reporting, quality assurance and accountability to be meet the terms and conditions directed under the federal provincial child care agreements. Effective problem-solving, critical thinking, and essential decision-making skills are required while working in a politically sensitive and fast-paced environment.

Types of guidance available for problem solving:

Position works with peer colleagues and other Branches and Divisions to examine issues and develop appropriate options for solutions.
Ongoing guidance and support is provided by Director and Executive Director.

Direct or indirect impacts of decisions:

Decisions directly impact stakeholder behaviors to strengthen compliance to grant agreements and accountability for funding. The branch administers over \$1 billion annually to the child care sector. Decisions also impact work processes for branch staff, as improvements are made to how business is conducted.

Key Relationships

Major stakeholders and purpose of interactions:

Clients	Frequency	Nature/Purpose of Contact
Internal:		
Senior Manager	Daily	• Provide advice, accurate information for briefings/ initiatives/operations related to key areas of expertise and responsibility.
Branch Managers	Daily	• Collaborate to provide accurate branch information for briefings, issues resolution relevant to early childhood development and child care
Divisional and Cross Divisional Managers and Staff	ongoing	• Provide Branch input into cross-divisional work, Ministry directions, planning and reporting which includes critical IT builds and enhancements.
Corporate Finance	As required	• For direction or clarification on finance administration policies and procedures as they pertain to grant administration.
Legal Services	As required	• Issues as they relate to grant agreements.
Other Ministries	As required	• Consultation and collaboration on collective initiatives and outcomes (eg Advanced Education, Technology and Integration, Service Alberta, etc).
External:		
Grant Service Providers	As required	• Monitor agreements and delivery of services; discuss and resolve contentious and politically sensitive issues; review, assess, evaluate agreement outcomes and make decisions on the effectiveness of the services provided by third party provider; provide direction and expertise to service providers in carrying out their agreement.
		• Support and develop capacity within service provider organization, sector and/or community.
Community organizations	As required	• Identify issues and concerns, as well as to consult, advise, and share information.
Other Governments (Federal, Municipal, other jurisdictions)	As required	• Collaboration on achieving common outcomes or goals.
Indigenous Organizations	As required	• Cultural awareness and understanding to enhance service delivery and develop services.
Public Inquiries	As required	• Information, referral and support.
Other Ministries	As required	• Consultation and collaboration on collective mandates and outcomes.

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:

Bachelor of Social Work, Business Administration, Public Policy, etc

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

Experience

- Minimum of 4 years of progressively responsible related experience.

Knowledge

- Strong working knowledge of legislation, trade agreements, directives and policies that govern contracting and procurement.
- Working knowledge of procurement management practices including solicitation methods, monitoring, evaluation techniques, outcome measurements and risk management practices.
- Knowledge of social services delivery models and ability to work across and between programs and ministries.
- Strong knowledge of community agencies and resources to provide consultation and assist in the development of new resources.
- Strong understanding of the needs of a diverse group of stakeholders and ability to engage as required.
- Strong business acumen.
- Knowledge of the political environment within which the Ministry operates.
- Comprehensive knowledge of financial requirements --policies and procedures, budgets.
- Knowledge of the client tracking system, report capability, and data integrity requirements.
- Knowledge of computer information systems, software applicable to word processing and spreadsheets, information management, data quality principles, best practices and processes.
- Knowledge of program development and trends when developing criteria for proposals.
- Working knowledge of service delivery standards, including accreditation and licensing requirements.
- Knowledge of key legislation and administrative policy that mandates and guides the work of the Ministry (e.g. Early Learning and Child Care Act, Family Day Home Manual, Licensing Standards and Best Practices in Child Care, Financial policies and procedures, Procurement and contracting policies, etc).
- Knowledge of evidence-based programs and practices, especially in the areas of early childhood development, early learning and child care.
- Knowledge of policy development cycle including implementation within the provincial government context.
- A solid understanding of the principles and practices of public administration and of the operations of the Alberta government with respect to decision making, legislative planning, financing, contracting processes and practices, human resources, etc. is also required in order to provide advice and analysis to develop sound policy options.

Skills and Abilities:

- Strong verbal and written communication skills.
- Excellent collaboration, teamwork and facilitation skills.
- Excellent conceptual, analytical, critical thinking and problem-solving skills to analyze information and risks.
- Ability to develop an idea from the conceptual stage through to implementation, to translate concepts and objectives into a clear and meaningful program structure.
- Strong analytical and strategic thinking skills.
- Excellent strategic and systems thinking.
- Strong analytical and IT competence to conduct detailed data mining and data analytics.
- Strong organizational and interpersonal skills and capacity to manage multi-disciplinary agreements simultaneously over time.
- Negotiation, mediation and conflict resolution skills to work effectively with stakeholders, taking into account various cultural and business perspectives.
- Ability to work independently as well as in a team environment.
- Creativity, innovative thinking and problem-solving skills.
- Ability to perform financial analysis related to planning/analysis for the purposes of grant development,

implementation, budgeting, forecasting, reporting and accountability.

- Leadership skills (internal/external)

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		
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Works in open teams to share ideas and process issues:</p> <ul style="list-style-type: none"> • Uses wide range of techniques to break down problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization 	
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Integrates broader context into planning:</p> <ul style="list-style-type: none"> • Plans for how current situation is affected by broader trends • Integrates issues, political environment and risks when considering possible actions • Supports organization vision and goals through strategy • Addresses behaviours that challenge progress 	
Agility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Proactively incorporates change into processes:</p> <ul style="list-style-type: none"> • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices 	
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Involves a wide group of stakeholders when working on outcomes:</p> <ul style="list-style-type: none"> • Involves stakeholders and shares resources 	

