

## Update

Ministry

**Describe: Basic Job Details****Position**

Position ID

Position Name (30 characters)

Current 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****Changes Since Last Reviewed**

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

**Job Purpose and Organizational Context**

Why the job exists:

The Manager is responsible for leading and directing the operations of the Major Sport Events grant, Active Communities Initiative, Capital Planning, and other grants administered by the Strategy and Policy Unit. The Manager provides oversight of grant processes and reporting, as and ensures that all aspects of program delivery are consistent with relevant legislation, program guidelines, strategic business plan goals of the Ministry and the Government of Alberta, and principles of administrative fairness. and other grants administered by the Strategy and Policy Unit, ensuring consistency, consistency, and accountability across grant programs.

The Manager also works in close collaboration with Branch and Division program areas and department corporate service areas to coordinate business and strategic planning and reporting, business continuity, and emergency management, adhering to ministry and broader Alberta government policies, regulations, and mandates.

## Responsibilities

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

### Lead grant processes, including for Major Sport Events and Active Communities Initiative

- In collaboration with unit staff, ensure the timely delivery of application, assessment, and notification processes for grants administered by the unit.
- Lead the development of grant recommendations and briefings.
- Ensure compliance with relevant legislation, grant guidelines, and principles of administrative fairness.
- Manage reporting and compliance functions for grant agreements.
- Lead/supervise the development of data collection, analysis, and evaluation processes.
- Identify opportunities for continuous improvement to existing grant processes.
- Liaise and coordinate with grant program staff across the Government of Alberta to identify opportunities to advance Tourism and Sport and stakeholder priorities through information sharing, collaboration, and identifying improvements to stakeholder experience.
- Provides direction for resolution of operational issues in program delivery, including mentoring program staff in problem solving, best practices, and conflict resolution techniques.
- Ensures programs are managed with annual budget and program funds are distributed equitably throughout the province and in accordance with applicable guidelines.

### Lead Department Capital Planning Processes

- Provide leadership in the coordination and development of Tourism and Sport's annual submission to the Government of Alberta Capital Plan.
- Work with unit staff and branch/divisional leadership to identify potential projects to be invited to make a capital plan submission.
- Liaise with cross-ministry partners, stakeholders and invited proponents throughout the capital planning process.
- Ensure compliance with relevant legislation, grant guidelines, and principles of administrative fairness.
- Manage reporting and compliance functions for capital plan grant agreements.
- Lead/supervise the development of data collection, analysis, and evaluation processes.

### Responsible for corporate operations related to sport, physical activity, and recreation.

- Coordinate the development of the Branch's contributions for the annual report and business plan as required under the Government Accountability Act.
- Responsible for business continuity, including developing and updating the Ministry of Tourism and Sport's Business Continuity Plan and FERPs and acting as Business Continuity Officer.
- Lead staff and coordinate the management of Branch web, social media content, and other communication products.
  - o Liaise with staff across the SPAR Branch as well as with Communications and Public Engagement staff to coordinate communication of unit initiatives and grants.
- Lead, develop, implement, and monitor processes for stakeholder communication tools and tactics, including communication infrastructure (websites, social media) in collaboration with both the Communications and Public Engagement Division and Infrastructure & Technology.
- Support and provide input on policy development and implementation relating to SPAR programs and

services as necessary.

- Responsible for ARTS issues management for the Strategy and Policy program area.
  - o Coordinate with SPAR Issues Manager and Senior Administrative Assistant to ensure timely response to action requests.
  - o Liase with ADMO Strategic Issues Manager regarding AR responses.
- Participate in cross-government committees, teams and working groups to ensure thoroughness and consistency in policy, legislative and program development related to SPAR and/or GoA priorities (e.g. Red Tape Reduction, MMIWG).

### Problem Solving

Typical problems solved:

#### Problem Solving

The Manager monitors and leads business and strategic planning, communication, policy development, and implementation. In addition, the position provides recommendations on how to address process improvement and respond to emergent issues.

This position is given the freedom and independence to not only manage ongoing responsibilities and day-to-day issues, but to also initiate and implement appropriate changes. This position is responsible for keeping the Director, Strategy and Policy, and the Executive Director of the Sport, Physical Activity and Recreation Branch apprised of all issues as they arise.

Types of guidance available for problem solving:

There is direction and guidance from the Director, Strategy and Policy, and the Executive Director, Sport, Physical Activity and Recreation Branch. However, there is considerable independence in decision-making (prioritizing responsibilities to meet deadlines, developing solutions and recommendations for complex issues, consulting with internal or external stakeholders depending on the requirements of the task (briefing package, etc). Discretion is exercised in determining the appropriate approach to the task at hand.

Direct or indirect impacts of decisions:

The Manager, Strategic Planning & Policy is responsible for results that affect the entire Sport, Physical Activity and Recreation Branch, which in turn impacts staff in the Branch's program areas, as well as external stakeholders. This position is expected to manage, evaluate, and improve processes and implement changes for optimal performance and output to improve service delivery for all stakeholders implicated by Branch programming.

### Key Relationships

Major stakeholders and purpose of interactions:

- Assistant Deputy Minister's Office - ensuring SPAR's strategic, operational, and business planning aligns with both the Ministry and Government of Alberta's legislation, policies, and mandates.
- Financial Services - ensuring compliance with Ministry and broader corporate policies, rules, and the affective legislation.
- Communications and Public Engagement - developing, implementing, and evaluating communications plans, tools, and tactics.
- Technology and Infrastructure - developing, evaluating, and implementing improvements for the Alberta Sport website.
- Policy, Planning and Legislative Services - ensuring compliance with broader Ministry and government business planning and reporting policies and procedures.
- Alberta Infrastructure - collaborating on the administration of the Percy Page Centre.

### Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Other

2nd Major/Minor if applicable

Designation

If other, specify:

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

Experience in project management, capital projects, and grants administration are assets to this role.

### 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"> <li>• Uses wide range of techniques to break down problems</li> <li>• Allows others to think creatively and voice ideas</li> <li>• Brings the right people together to solve issues</li> <li>• Identifies new solutions for the organization</li> </ul>	
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> <li>• Takes holistic long-term view of challenges and opportunities</li> <li>• Anticipates outcomes and potential impacts, seeks stakeholder perspectives</li> <li>• Works towards actions and plans aligned with APS values</li> <li>• Works with others to identify areas for collaboration</li> </ul>	
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>	

