

New

Ministry

Forestry and Parks

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Stakeholder Engagement and Grant Specialist

Requested Class

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Lands Operation, Hunting and Fishing Branch

☒ 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:

Organizational Context:

This role provides strategic consultation, stakeholder engagement, and program coordination to support the Hunting and Fishing Branch (HFB) and its grant programs. The position ensures effective representation of HFB initiatives, facilitates collaboration, and contributes to policy development and implementation. This position supports the operational and strategic priorities of the HFB within the Ministry. Reporting to the Executive Director and working under the guidance of the Directors of Wildlife Allocation and Use and Fish Allocation and Use, the role provides essential internal support across wildlife, fisheries, and licensing programs.

The Hunting and Fishing Branch is responsible for the allocation, licensing, and conservation of Alberta's game species and fish. This includes managing commercial and recreational harvest allowances, conducting evaluations, setting license fees, and leading stakeholder engagement and education initiatives. Although HFB is a relatively small branch, it operates within a complex stakeholder

environment that includes individual Albertans, conservation organizations, delegated administrative organizations (DAOs), municipalities, First Nations, and other ministries—particularly Environment and Protected Areas. To effectively support the Minister and Ministry, HFB requires a dedicated specialist in stakeholder engagement and grant administration.

The position plays a critical role in fostering relationships between the department and stakeholders through regular engagement, information sharing, issue identification, problem-solving, and strategic planning. It provides advice and recommendations to senior management on emerging issues, risks, and opportunities related to branch activities. Success in this role requires a strong understanding of hunting and fishing legislation, regulations, and culture, as well as the ability to communicate effectively on behalf of the department and Minister. The incumbent must also be able to explain government processes and rationale clearly.

Key responsibilities include coordinating and managing engagement initiatives, designing and developing engagement tools and resources, and liaising with internal and external stakeholders. The position also serves as the primary program contact for grant delivery, ensuring stakeholders receive comprehensive guidance and support. Additional duties may involve collaboration with other branches and divisions, responding to inquiries from the public or elected officials, and supporting timely responses to Action Requests (ARs) and Technical Action Requests (TARs). The role also assists with grant programs such as BearSmart and requires proficiency in Government of Alberta financial and grant administration systems (e.g., 1GX) and grant management platforms.

To excel in this position, the individual must demonstrate exceptional written and verbal communication skills, the ability to build strong relationships across teams and divisions, and expertise in designing and delivering engagement strategies using best practices.

Responsibilities

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

1. Grant Program Oversight

Activities:

- Deliver consultative and information services to ministry representatives, government officials, and stakeholders.
- Review grant deliverables and reports for compliance.
- Coordinate with program directors on grant content and direction.
- Maintain internal tracking systems for grant performance.
- Identify risks or inconsistencies and escalate for review.
- Prepare background materials and provide input for action requests, extensions, reporting, and file closures.
- Advise stakeholders on HFB policies, guidelines, and procedures.

2. Stakeholder Engagement

Activities:

- Lead stakeholder mapping and consultations to clarify issues and gather input.
- Coordinate meetings and engagement sessions (virtual and in-person).
- Develop agendas, meeting notes, briefing materials, and presentations under tight timelines.
- Create engagement plans and recommend strategies and tactics.
- Manage invitations, communications, and logistics for engagement activities.
- Contribute to proposals, concept papers, and business cases addressing emerging issues.
- Support implementation of engagement strategies.

3. Relationship Management

Activities:

- Build and maintain strong relationships with internal and external stakeholders.

- Facilitate collaboration and ensure stakeholder needs are represented in policy and program development.
- Engage regularly in information sharing, problem-solving, and strategic discussions.

4. Advisory and Information Services

Activities:

- Provide senior management with timely, accurate information on grant programs, trends, and best practices.
- Prepare briefing notes, presentations, and other materials to support decision-making.
- Maintain databases, SharePoint sites, and other tools for accurate information management.
- Collaborate with ministry program areas to align policy development and implementation.

5. Event Coordination

Activities:

- Plan and execute public-facing stakeholder events in collaboration with program areas.
- Liaise with stakeholders, government officials, and elected representatives.
- Prepare event documentation and ensure smooth delivery.

6. Project Leadership

Activities:

- Develop project charters, work plans, and implementation strategies.
- Monitor project progress, deliverables, and budgets; adjust as needed.
- Compile and deliver final reports and recommendations.
- Evaluate outcomes and propose next steps.

7. Policy Development

Activities:

- Research and analyze wildlife management policy issues.
- Develop and evaluate policy options and engagement plans.
- Monitor legislative changes and compare interjurisdictional policies.
- Support implementation of policy and program changes.
- Coordinate with other departments and governments as required.
- Coordination and development of key policies, programs and initiatives supporting allocation and use of fisheries and wildlife including: species management planning, consultation, Human Dimensions, and socio-economic valuation of sustainable use of natural resources.

8. Committee Support

Activities:

- Provide logistical and administrative support for advisory committees (e.g., Minister's Advisory Committees).
- Prepare agendas, minutes, discussion guides, and related materials.
- Facilitate meetings and ensure stakeholder perspectives inform policy development.
- Identify opportunities for alignment across ministry priorities.

9. Issue Tracking and Reporting

Activities:

- Develop processes to track and summarize recurring wildlife and fisheries issues.
- Collaborate with subject matter experts to ensure accuracy.
- Maintain accessible repositories of issue summaries for executive use.

- Monitor emerging issues and update content regularly.

10. Licensing Administration

Activities:

- Support transition and administration of wildlife and fisheries licensing functions.
- Review existing processes and identify functions for transfer to HFB.
- Develop workload assessments and transition recommendations.
- Collect and report data on license volumes and processing times.

Problem Solving

Typical problems solved:

Complex Grant Administration Challenges: Address issues related to grant disbursement, ensuring compliance with policy and legislation while recommending process improvements and program enhancements.

Policy and Legislative Interpretation: Analyze and apply hunting and fishing legislation to develop solutions that align with regulatory requirements and support strategic objectives.

Balancing Competing Priorities: Exercise sound judgment to manage multiple, often conflicting priorities under tight timelines, ensuring timely and effective responses.

Anticipating and Resolving Sensitive Issues: Detect and assess complex, politically sensitive issues—ranging from operational concerns to policy matters—and develop strategies for resolution.

Stakeholder Engagement and Consensus Building: Build trust and cooperation among stakeholders with diverse perspectives, facilitating collaboration to achieve solutions that meet both stakeholder needs and organizational goals.

Rapid Response to Executive Requests: Provide immediate, well-researched responses to urgent requests from senior leadership, demonstrating strong problem-solving skills and composure under pressure.

Strategic Foresight: Anticipate short- and long-term implications of legislation, strategies, and initiatives, and develop options to mitigate risks and negative outcomes.

Innovation and Creative Problem-Solving: Apply creativity and originality to define issues, identify implications, and develop innovative solutions that comply with government policies and practices.

Independent Decision-Making: Represent departmental interests in stakeholder interactions, exercising independence and sound judgment to advance policy and program objectives.

Types of guidance available for problem solving:

Operates with significant independence in planning and coordinating internal and external engagement initiatives, including representing the department's interests with stakeholders, communities, and other levels of government.

Exercises considerable discretion in determining approaches and methods for fulfilling responsibilities, while ensuring alignment with organizational objectives.

Works within the parameters of established legislation, frameworks, policies, and guidelines, but retains flexibility to adapt processes and strategies to meet evolving needs.

Holds authority to make decisions on engagement tactics, problem-solving approaches, and prioritization of activities, requiring sound judgment and strategic thinking.

Direct or indirect impacts of decisions:

Provides timely, accurate advice and communicates key accomplishments and emerging issues to support informed policy direction and decision-making within the ministry.

Data, analysis, and recommendations influence program design and policy development, directly impacting the effectiveness of hunting and fishing programs.

Sound judgment is critical when delivering definitive responses under tight timelines, particularly for politically sensitive matters.

Information provided may be shared with government officials for high-profile meetings or incorporated into media releases and other public communications, requiring precision and reliability.

Recommendations have a direct effect on government policy and program outcomes, shaping strategic priorities and operational practices.

Decisions require flexibility and collaboration with internal and external stakeholders to ensure processes are inclusive, timelines are met, and organizational goals are achieved.

Key Relationships

Major stakeholders and purpose of interactions:

Internal Stakeholders:

- Directors and Managers within Forestry and Parks - Provide strategic and operational direction, supervisory guidance, and project assignments.

- Communications and Public Engagement Team - Collaborate on engagement strategies, coordinate approval processes, and leverage subject matter expertise for communication materials.

- Directors of Wildlife and Fish Allocation and Use - Offer daily direction and input on program priorities.

- Executive Director, Hunting and Fishing Branch - Ensure alignment with branch objectives and strategic goals.

- Program Managers and Subject Matter Experts - Share technical knowledge and support policy and program development.

Administrative and Licensing Staff - Support operational and licensing functions.

External Stakeholders

- Conservation Organizations, Municipalities, Indigenous Communities, and Technical Organizations - Engage as subject matter experts and community leaders to share information, collaborate on best practices, and support policy development.

Required Education, Experience and Technical Competencies

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

If other, specify:

Or equivalent experience.

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

Education and Experience:

- Bachelor degree in a related field preferred; equivalent experience will be considered (e.g., high school diploma with several years of relevant experience).

- Experience in fish and wildlife management is an asset.

- Demonstrated ability to work with diverse stakeholders and represent the Branch professionally.

- Proven organizational skills with the ability to manage multiple priorities efficiently.

- Experience working with stakeholders or the public providing information to solve a problem or inform a topic.

Knowledge, Skills, and Abilities:

- Strong knowledge and experience in project management.

- Current knowledge of emerging issues.

- Strong knowledge of legislative processes and current political environment.

- Strong understanding of government processes including ARTS, application of the style guide and communication standards.

- Advanced writing and presentation skills; exceptional verbal and written communication to convey complex information to diverse audiences. This includes technical writing to support briefings.

- Familiarity with stakeholder engagement tools and approaches.

- Ability to work independently, think strategically, and manage competing priorities under tight deadlines.
 - Highly developed critical thinking, decision-making, and problem-solving skills.
 - Strong analytical and research capabilities.
 - Effective team collaboration skills; ability to lead or contribute to project teams and committees.
 - Mature judgment, tact, and diplomacy in handling sensitive issues.
 - Ability to build and maintain relationships with internal teams, external stakeholders, and senior leadership.
 - Knowledge of program and policy development, including evaluation techniques.
 - Proficiency in technology and digital tools (e.g., databases, SharePoint, MS Office Suite).
 - Ability to work independently, as part of a team, with diverse stakeholders.
 - Consulting, negotiating, and consensus building skills in order to represent the ministry in a variety of situations and build relationships and obtain cooperation from multiple partners and other stakeholders.
 - Interpersonal and influencing skills.
 - Relationship building skills.
 - Professional judgment and decision making skills to assess alternative options, implement viable approaches, and evaluate the results.
 - Facilitation and conflict resolution skills.
 - Ability to manage resources, time, stress, work under pressure and under high demands.
 - Highly developed creative/critical thinking, conceptual, decision making and problem solving skills.
 - Ability to generate new ideas and creative solutions.
 - Experience in multi-phase, complex projects.
 - Ability to tactfully interact with diverse audiences.
- Assets:
- Understanding of government operations, engagement processes, and political acumen.
 - Good knowledge of applicable legislation, regulations, ministerial orders, and guidelines.

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	☐	☐	☒	☐	☐	Engages the community and resources at hand to address issues: • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks	Develops expertise and independently makes recommendations for the resolution of issues with limited direction from management.
Drive for Results	☐	☐	☒	☐	☐	Takes and delegates responsibility for outcomes: • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if	Ability to coordinate work with stakeholders to achieve overall goals, within tight timelines and with competing priorities.

		not immediately accepted • Reaches goals consistent with APS direction	
Agility	○ ○ ● ○ ○	Identifies and manages required change and the associated risks: • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan	Can work in an environment where there is ambiguity, is able to adapt to new information and find related information without explicit direction. Able to meet changing priorities while adhering to timelines. Supports continuous improvements both internally and externally.
Build Collaborative Environments	○ ○ ● ○ ○	Collaborates across functional areas and proactively addresses conflict: • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment	Builds trust and rapport with internal and external stakeholders to share information and collaborate to achieve mutual goals.
Systems Thinking	○ ○ ● ○ ○	Takes a long-term view towards organization's objectives and how to achieve them: • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for	Work is done in alignment with the ministry's vision and values, business plan and strategies in a fast paced and politically sensitive environment.

		collaboration	
Develop Networks	☐ ☐ ☒ ☐ ☐	Leverages relationships to build input and perspective: • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships	Builds networks and partnerships with stakeholders internal and external to GoA to collaborate on shared goals. Builds relationships externally to gain knowledge and experience to support continuous improvement.

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.

_____ Employee Name	_____ Date yyyy-mm-dd	_____ Employee Signature
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_____ Supervisor / Manager Name	_____ Date yyyy-mm-dd	_____ Supervisor / Manager Signature
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_____ Director / Executive Director Name	_____ Date yyyy-mm-dd	_____ Director / Executive Director Signature
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_____ ADM Name	_____ Date yyyy-mm-dd	_____ ADM Signature
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_____ DM Name	_____ Date yyyy-mm-dd	_____ DM Signature
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