

## Update

Ministry

Seniors, Community and Social Services

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Senior Program Advisor

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:

Revised to provide clarity on expectations for:

1. Grant and Contract Management:
  - Manage funding allocations
  - Ensure compliance with grant agreements and address challenges
  - Prepare updates for senior management team on project progress and outcomes
2. Stakeholder Relationship Management:
  - Foster relationships with Indigenous governments and organizations, as well as other internal and external stakeholders
  - Participate in cross-ministry committees and stakeholder consultations
  - Represent Ministry perspectives on national committees for policy development

Responsibilities Removed:

This position is no longer responsible for:

- Representing the Ministry as a Housing Technician with Alberta Indigenous Relations' Protocol tables with Treaty groups, like the Blackfoot Confederacy Protocol Housing Subtable.
- Reporting to the Assistant Deputy Minister on protocol and relationship tables.

These responsibilities have transferred to the Manager, Intergovernmental and Indigenous Relations.

## Job Purpose and Organizational Context

Why the job exists:

Reporting to the Director, Affordable & Non-Profit Housing, the Senior Program Advisor works closely with housing operators, including Indigenous governments and organizations, to establish and implement housing programs and capital projects (e.g., Indigenous Housing Capital Program (IHCP)), negotiate new agreements under programs, and monitor agreements. In addition, the Senior Program Advisor provides financial analysis, monitoring, and reporting services to ensure housing operators are aware of and provide information consistent with housing program and capital project accountability policies, standards, and guidelines.

This position is required to demonstrate and exercise political and cultural sensitivity in developing and maintaining strong nation-to-nation relationships with Indigenous governments, on behalf of the GOA, in particular with Chiefs and Chairpersons and Band and Settlement Councilors, and other elected officials, to support and advance a diverse range of Indigenous housing priorities. The Senior Program Advisor is required to liaise with key stakeholders and Indigenous partners and often represent the department in interdepartmental work teams (e.g., Alberta Health's Continuing Care Capital Program and Alberta Indigenous Relations' Aboriginal Business Investment Fund evaluation panels), in addition to taking a lead role in evaluation and implementation of approved capital projects. This position works closely with Housing Division representatives, cross-ministry partners, and external stakeholders, including representatives of municipalities and other levels of government, including Indigenous governments, to ensure housing programs and capital projects are coordinated and aligned with strategic Ministry and corporate GOA goals.

The Senior Program Advisor requires extensive expertise in housing programs, policies, and legislation, as well as insight and awareness regarding the evolving needs of housing stakeholders and partners (clients, service providers, organizations, and communities). This position requires an in-depth understanding of the perspectives, issues, and requirements of housing operators to provide input to strategic decisions relating to the provision of affordable housing options in the province. This position requires strong evaluative and critical thinking skills to determine options and develop evidence-based, comprehensive, and reliable recommendations to the Assistant Deputy Minister of the Housing Division, the Deputy Minister and the Minister in making decisions about current and future program policies related to affordable housing.

The Senior Program Advisor works with considerable independence, ensuring the provision of accurate and relevant information to senior and executive management regarding directions, implications, and issues affecting housing programs, capital projects, clients, stakeholders, and partners.

## Responsibilities

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

### 1. Policy and Program Leadership for the Indigenous Housing Capital Program (IHCP).

Activities:

- Provides oversight and guidance on the IHCP program to ensure that planning, construction, and operations proceed according to the terms of the grant, the requirements of the program, and the priorities of the Ministry.
- Manages resolution of issues throughout all phases of program delivery, including anticipating and responding proactively to potential challenges.
- Develops briefings, presentations, and other communication materials pertaining to the program.
- Working with applicants to complete the application form and respond to inquiries about the program and application process.
- Coordinates meetings with Housing Division and other government ministries to evaluate project applications.
- Lead the drafting of recommendations based on those evaluations for the consideration of the Minister.
- Provides timely and accurate project status updates for senior management team, highlighting progress of approved projects, linkages and issues, and related policy decisions.

· Works with Communications to coordinate public announcements and ensure online program materials are up-to-date.

· Engages with key partners, including Indigenous governments and organizations, in program development/re-development.

2. Grant agreements are effectively managed to support the provision of affordable housing options in the province.

Activities:

· Develops and monitors funding allocations for IHCP grants.

· Develops grant funding agreements and letters to grant recipients regarding amounts and timing of project funds following determination and approval of project allocations.

· Monitor grants in accordance with the terms and conditions of the funding agreements (e.g., financial allocations, project milestones, and reporting requirements) to ensure responsiveness, timely submissions of deliverables, and completion of milestones, and to identify and promptly address any challenges or barriers.

· Work with grant recipients, as needed, to resolve issues.

· Participate on working groups, project meetings, and committees to govern grant-funded projects.

· Conducts site visits, as needed.

· Prepare timely updates, briefings, key messages, and other informational deliverables to ensure senior management is apprised of grant progress, milestones, and outcomes, and is able to communicate to broader audiences (e.g., the public, other jurisdictions) about the IHCP program.

· Liaises and coordinates activities with other ministries to ensure consistency and alignment on housing programs, capital projects, and other initiatives.

3. Supporting non-profit housing operators in the delivery of affordable housing options in the province through research and analyses.

Activities:

· Assess potential impact of federal bilateral agreements (National Housing Strategy, Social Housing Agreement, etc.) on housing programs.

· Oversees identification and research of housing programs and initiatives in other provinces and jurisdictions, promoting adoption of innovative approaches to meet government and stakeholder requirements.

· Develops and analyses information for emerging and critical issues pertaining to non-profit housing, including researching and developing responses to Ministerial information and action requests.

· Manages development, documentation, and communication of new business processes associated with the IHCP program.

· Consults with Office of the Auditor General representatives to determine audit requirements; coordinates development of new and revised business processes to meet audit requirements as necessary.

4. Positive working relationships with internal and external stakeholders are created and fostered to support and facilitate the provision of affordable housing options in the province.

Activities:

· Uses political and cultural sensitivity to develop relationships with and provide support to Indigenous governments and organizations who are partnering with the province to improve housing outcomes for Indigenous peoples in need and to support capacity building among Indigenous housing providers.

· Liase with internal and external stakeholders and Indigenous partners to build and maintain strong client relationships to foster an environment for the creation of partnership opportunities.

· Serves as the primary contact for the IHCP program.

· Provides consultative, advisory, and liaison services to non-profit housing operators, including Indigenous governments and organizations, in relation to the planning, management, and delivery of capital projects.

· Liaises and coordinates activities with other ministries and other levels of government, including Indigenous governments, to ensure consistency and alignment on housing programs, capital projects, and

other initiatives.

- Participate in cross-ministry working groups, committees, and partnerships.
- Represent the Ministry in answering stakeholder enquiries and facilitate meetings with stakeholders, key Ministry representatives and other provincial and/or federal stakeholders.
- Represent the Ministry and provincial perspectives and priorities on interprovincial and national committees, working groups, and projects to foster integrated approaches for developing broader Indigenous housing policy options.

5. Senior management team is supported in meeting goals associated with the delivery of the IHCP program and provision of affordable housing options in the province.

Activities:

- Supports the senior management team by providing input and recommendations relating to issues, opportunities, and challenges associated with housing programs and policies.
- Research and create briefings, draft policy and strategic documents, reports, and other materials in response to requests from senior management, news reports, and release of new federal housing programs.
- Responds to action requests, telephone action requests, and other enquiries and provides decision support by preparing correspondence, briefing notes, background documents, business cases and analyses, and recommendations.
- Actively represents the IHCP program to division, Ministry, cross-ministry, government, and stakeholder teams, committees, and working groups, as appropriate.
- Develops and implements enhancements to operational policies and processes, systems, and guidelines to support the continual improvement of the IHCP program and in response to the introduction of new housing programs.



## Problem Solving

Typical problems solved:

Reconciling established program parameters and government fiscal priorities with the commitment to work as equal partners on a nation-to-nation basis with Indigenous governments. (For example, in the early program development phase, IHCP was changed from a capital investment to a capital grant program to honour feedback from Indigenous partners that housing for Indigenous peoples must be developed, designed, delivered, and owned by Indigenous governments/organizations who are accountable to their community members).

Day-to-day problems are focused primarily on identifying weaknesses in IHCP funding applications and working directly with Indigenous applicants, which often include elected officials, to address or resolve these deficiencies to make applications for IHCP construction funding more competitive. This includes providing support and strategic advice on multiple applications for the same project, and assisting applicants in understanding/interpreting and addressing the feedback provided by the IHCP Cross-Ministry Panel responsible for evaluating funding applications.

Supporting Indigenous applicants to navigate program budget cuts or parameters, increasing construction costs/inflation, supply chain issues, etc. This includes working with Indigenous applicants to scale back proposed projects, and it often includes facilitating introductions to other potential funders at the federal (CMHC) and municipal levels, and coordinating meetings with applicants and potential funders to address potential project funding deficiencies. With respect to program budget cuts specifically, this includes supporting and encouraging Indigenous applicants to refocus any upset they may feel about budget cuts or the limitations imposed by program parameters to being strategic in funding requests, which can include phasing proposed projects, to make available funding stretch as far as possible.

Types of guidance available for problem solving:

Reviewing draft application packages and providing feedback, meeting with applicants to walk through identified issues and provide advice, support, and guidance on making applications more competitive in the evaluation process. Facilitating connections with other potential funders. Indigenous Protocol Agreements, perspectives, history, and culture must also be integrated into problem-solving and decision-making. Matters with potential for significant impact are referred to the Director and/or Executive

Director. The Director and/or Executive Director also reviews briefings and recommendations destined for Executive Team to ensure assumptions are valid and Ministry goals and objectives are appropriately reflected. When addressing complex issues, this position works with the Director to generate and implement solutions.

Direct or indirect impacts of decisions:

Projects may not be recommended for funding due to budget limitations, projects not being feasible, or proposed projects being out of scope for funding consideration (e.g., down payment assistance grants). There is a risk that viable projects not recommended for funding will not be able to proceed, which impacts the affordable housing options available to some Indigenous communities in the province. This can, in turn, impact the Government's relationships with Indigenous partners who have not been successful in acquiring provincial funding for housing.

### Key Relationships

Major stakeholders and purpose of interactions:

Internal:

Directors and Executive Directors in the Housing Division - to provide advice on or respond to issues; provide updates; and raise awareness to strategic opportunities and significant threats.

Other provincial ministries - participate on cross-ministry committees; and review materials and provide advice and program perspectives.

External:

Indigenous governments and Indigenous organizations - provide information, strategic advice, and support and feedback in preparing funding applications to IHCP; and negotiate grant funding agreements with successful IHCP applicants, and work with Indigenous governments and organizations throughout the construction process, to monitor progress, provide support in navigating through issues, etc.

Provincial and Federal peers - seek input/consultation on proposed projects; represent ministry perspectives on related housing programs; and share information.

### Required Education, Experience and Technical Competencies

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

If other, specify:

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

Experience working with/providing support and strategic advice to Indigenous governments/organizations on provincially-funded programs.  
 Experience in management of capital projects.  
 Knowledge about Indigenous communities, governance, culture, and current issues.

### 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Focuses on continuous improvement and increasing breadth of insight: <ul style="list-style-type: none"> <li>Asks questions to understand a problem</li> <li>Looks for new ways to improve results and</li> </ul>	Designing/redesigning and adapting IHCP to balance changing GOA priorities with the housing priorities of Indigenous partners within a nation-to-nation relationship framework.

		<p>activities</p> <ul style="list-style-type: none"> <li>• Explores different work methods and what made projects successful; shares learning</li> <li>• Collects breadth of data and perspectives to make choices</li> </ul>	
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"> <li>• Identifies key stakeholder relationships</li> <li>• Has contact with range of interested parties</li> <li>• Actively incorporates needs of a broader group</li> <li>• Influences others through communication techniques</li> </ul>	<p>Serves as the primary contact in the GOA for Indigenous governments/ organizations, other GOA ministries, and potential funders (municipalities, CMHC) for Indigenous housing.</p> <p>Establishes and maintains close working relationships with all IHCP funding recipients and IHCP funding applicants. This includes providing support and feedback on funding applications, status updates on funding, and grant negotiation and monitoring for the duration of the funding agreement.</p>
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"> <li>• Takes opportunities to improve work processes</li> <li>• Anticipates and adjusts behaviour to change</li> <li>• Remains optimistic, calm and composed in stressful situations</li> <li>• Seeks advice and support to change appropriately</li> <li>• Works creatively within guidelines</li> </ul>	<p>Adapt program as needed so it remains responsive to the diversity in capacity and priorities of Indigenous housing partners.</p>
Drive for Results	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> <li>• Forecasts and proactively addresses project challenges</li> <li>• Removes barriers to collaboration and achievement of outcomes</li> <li>• Upholds principles and</li> </ul>	<p>Works with Indigenous grant recipients to navigate the challenges posed by a changing global economy (i.e., inflation, supply chain issues) to ensure construction projects stay on schedule and are completed.</p>