

Update

Ministry

Seniors, Community and Social Services

Describe: Basic Job Details

Position

Position ID

50025394

Position Name (30 characters)

Grants & Contracts Coordinator

Current Class

Program Services 3

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

292

Cost Centre

4312

Program Code: (enter if required)

67035

Employee

Employee Name (or Vacant)

Mercy Motajo

Organizational Structure

Division, Branch/Unit

Seniors Services Division, Seniors and Strat Planning

☐ Current organizational chart attached?

Supervisor's Position ID

50078260

Supervisor's Position Name (30 characters)

Carole Aippersbach

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2023-11-06

Responsibilities Added:

This is an updated job description for a Grants and Contracts Coordinator based on updated needs of the branch.

Responsibilities Removed:

Replaced previous job description for Program Policy Analyst duties that reported to Manager of Research and Program Policy and updated job description based on updated needs of the branch.

Job Purpose and Organizational Context

Why the job exists:

The Seniors and Strategic Planning Branch of Seniors Services Division administers community grants and contracts that primarily invest in the development of programs that are provincial in scope; empower local citizens and community organizations to work together; and respond to local needs. The Branch directly administers more than \$5 million through several priority areas, and works with other divisions and

ministries to develop and deliver on additional funding worth over \$15 million related to government-wide transformation activities.

The Grants and Contracts Coordinator (GCC) position is within the Community Partnerships and Programs Unit. Reporting to the Manager, Community Partnerships, the GCC contributes significantly to the effective delivery of funding by serving as the primary grant/contract contact with stakeholders, community organizations, and applicants. This position supports both the Seniors Strategy and Programs Supports Unit and the Community Partnerships and Programs Unit. This position represents Seniors, Community and Social Services and relevant seniors community grants in a highly professional manner when interacting with applicants, stakeholders, senior management, and other ministries.

This role contributes and supports all phases of grant and contract management, including all Contracts and Grants Review Committee (CGRC) processes and functions, completion of grant and contract agreements, ensuring completeness of supporting documents, tracking and obtaining approvals, facilitating authorizations and signatures, and processing disbursement of funds. The role will be responsible for the administrative processes associated with contracts and grants including: tracking term and reporting deadlines, organization of existing agreements for the branch, development and documentation of processes and user manuals, training to ensure adequate coverage, continuous program improvements, update internal trackers and databases, execute associated 1GX activities, and provide real-time updates for management. This role will have a thorough understanding of various grant and contract programs guidelines and applications, relevant program indicators/outcomes and grant and contract reporting components, along with the administrative business processes for each of the grant and contract management stages.

A key accountability for the GCC is to ensure that program and policy area staff, and stakeholders are provided with comprehensive resources, consultation to support the preparation of applications/proposals for grant funding, as well as support building capacity in the branch. This position has a critical role in ensuring review processes pertaining to program funding are completed, and works closely with staff, stakeholders, applicants, to facilitate evaluations, assessments, reporting requirements, while ensuring associated decisions are consistent with applicable policies, processes and systems.

The successful candidate should possess the following skills:

- Communication: works directly with staff and stakeholders to address contract and grant inquiries and support document development and final reporting submission.

- Analysis: in-depth review of associated contract and grant materials for completeness; ensures all required information and documentation is on file, including a correctly completed budget, and if the budget is not clear, works with the staff or organization to develop a proper project budget, ensures appropriate project revenues are disclosed, current financial statements are in place that support organizations viability, sustainability and ability to undertake the project.

Collaboration: works collaboratively with the branch to ensure efficient and timely processing of grants and contracts.

Stakeholder management: through existing and new networks, and with the support of program and policy staff, the GCC coordinates cross ministry and external member participation on grant program review panels as needed; reaches out to areas both within the ministry and across ministries and to agencies, councils, and commissions for grant review panels members.

Training and Development: supports the development and implementation of training sessions, coordinates the sessions for panel members including registration and access to relevant materials for application assessment and scoring

Administration: Sets up SharePoint sites (or relevant database) for the branch, ensures the completeness of application summaries and that all relevant documentation is located on the site.

- Develops and updates written documentation to support grant programs assessment processes, provide 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

- Communicates with the program and policy staff to ensure program timelines are being met including when notification letters need to be developed, Electronic Fund Transfers are completed and Business

Responsibilities

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

Leads development of grants and contracts management cycle processes in the branch.

Ability to work independently and also in collaboration with program and policy staff to:

- review and address concerns in relation to existing grant programs and processes, including identifying issues and shortcomings with a view to ensuring appropriate processes are set up and established in a timely manner.
- understand their needs and the needs of stakeholders, to standardize business processes to facilitate clear and efficient action as required.
- obtain additional information, and determine innovative solutions to ensure preparation of the grants and contracts management cycle is responsive to need.

Supports the full grants and management cycle in the branch

- Supports the CGRC, proposals, assessment, and grant/contract execution processes by establishing new processes within the branch.
- Works in collaboration with program and policy staff to ensure that shared drive files and relevant documents such as scoring matrices are maintained and used in meetings and for audit requirements.
- Develops and maintains grants and contracts program review and assessment process manuals, user manuals for staff (and stakeholders as required), adjusts these documents as processes change and implements any efficiencies or improvements that are recommended through the developmental evaluation process.

Provides technical support and project advice to stakeholders.

- Supports policy and program staff (and stakeholders, as required) with ensuring correct documentation is developed and submitted, and where needed, supports with the development of project budgets and project indicators before application submissions.
- Maintains thorough knowledge of current and emerging grant/contract management approaches and best practices.
- Continually consults with other staff, partners and stakeholders regarding promising or innovative approaches to grant/contract program delivery and administrative practices.
- Share point sites (or relevant database) are set up, proposals, reporting and all relevant documentation is located on the site.
- Review panels are coordinated for online, in-person or a hybrid model; agenda is developed.
- Develops and delivers presentations as needed regarding grants/contracts processes.

Ensures that senior leaders are supported in achieving the mandate and goals of the Unit, Division, Ministry and Government.

- Communicates with program and policy staff to ensure activities to support program processes are completed in the necessary timeframes.
- Prepares briefing input, provides summaries for inquiries, and responses to information and action requests.
- Collaborates with branch staff to ensure coordination and integration of activities

- Sits on relevant committees that support the work of the Unit,
- Ensures politically sensitive issues relating to program delivery and grant funding decisions are brought to attention of senior management and provides associated solutions or recommendations as appropriate.
- Prepares draft reports, presentations, briefings and responses to Ministerial correspondence, often of a highly sensitive nature.
- Establishes and maintains positive relationships with Ministry, Government, and stakeholder representatives to ensure coordination and integration of functions.
- Participates in internal and external multi-disciplinary teams involved with grant programs and other Community Grants initiatives throughout the province.

Problem Solving

Typical problems solved:

The position requires in-depth problem solving with good understanding of grants, contracts in government and the Acts, legislation and policies that govern them and other ministry/GOA programs. The ability to identify discrepancies and gaps in proposals and finding resolution will support government credibility and accountability. Proficiency in technology including database systems, online platforms such as SharePoint, and software programs to support program delivery such as Word, Excel, and Adobe will allow the GCC to create tools that support the responsibilities of the role. The GCC will work closely with unit staff to determine best course of action for program inquiries, technical support and grant administration practices. This position is important for the timely and efficient management of the full grant/contract lifecycle, for the provision of clear and concise reporting to inform decision making, and for standardization of internal business processes that will assist with increasing branch capacity and operations.

Types of guidance available for problem solving:

This position works under the direction of the Manager, Community Partnerships, and also with the Directors of the units, and the Executive Director's Office, within the parameters of established legislation, frameworks, policies, plans, and guidelines with significant discretion to determine how responsibilities are performed. The Manager in collaboration with program and policy staff will provide general guidance on requirements and deliverables that the GCC will be responsible for actioning.

Direct or indirect impacts of decisions:

The impact of an established grants and contracts management process, tools, resources, and training in the branch will be significant as the Seniors Community Grants budget increases due to increasing recognition to create systems and supports to enable seniors to age in their homes within their communities. The impact to stakeholders will be significant to have established and streamlined processes that are reliable. Ministry issues are diverse, complex, and the quality and accuracy of grants/contracts compared to the guideline criteria is critical, given that they affect the recommendation for funding decisions and impact projects that benefit communities, seniors, and their families.

Key Relationships

Major stakeholders and purpose of interactions:

The GCC has regular and ongoing contact with:

- All branch staff to understand subject matter, assess and analyze proposals, obtain feedback for the continuous improvement of contract and grants processes in the branch, current and develop new grant/contract processes, technology/database applications, and associated tools.
- Policy and program staff to facilitate efficient processing of grants and contracts, coordinate education and training on business processes, and collaborate on various projects and initiatives to respond to the needs of the branch.

- Management and staff to provide updates and guidance pertaining to grant and contract processes and coordination.
- Stakeholders to support various stages of the grants/contracts management cycle, including verifying completeness and clarity of information, and providing information on project readiness and budgets.
- Interaction with Ministry, cross Ministry and external colleagues to participate on grant panel reviews, support the training and scoring process for staff for any internal review panels, and sit on relevant committees to support the work of the Unit.

Required Education, Experience and Technical Competencies

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

If other, specify:

Social Science major, or a finance diploma, or equivalent of 2 years directly related experience.

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

- Experience in the review and comprehension of grant and contract proposals.
- Critical thinking to allow problem solving in collaboration with staff and stakeholders.
- Technical and writing skills to develop reports, track budgets and summarize information.
- Advanced written and spoken communication skills to professionally represent the government in both internal and external interactions and to responsibly engage in dialogue as required.
- Technical writing skills to support user manuals for applicants and process manuals for other staff.
- Ability to pro-actively develop internal tools to streamline business processes and keep management informed, including spreadsheets and trackers.
- Experience with IT systems such as a client registration and stakeholder management system, and/or record keeping experience to track interactions is an asset.

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		
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Identifies and manages required change and the associated risks: <ul style="list-style-type: none"> • 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 	Able to change direct quickly and assess what changes may be needed to support a more efficient, smooth, or accurate process. Implements required efficiencies and continuous improvement alerting other to potential unintended consequences. Provides solutions when changes may not be as proposed, and works with colleagues to ensure a best fit solution is found.
Build Collaborative Environments	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Facilitates open communication and	Works closely with program and policy staff

		<p>leverages team skill:</p> <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	<p>in team environments to produce processes and associated user manuals. Will have to be respectful and deal with conflict appropriately. Co-facilitates and co-develops and supports presentations.</p>
Develop Networks	○ ○ ● ○ ○	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	<p>In coordinating grants and contracts, seeks out contacts and appropriate process for invitation to communities of practice, one on one meetings about the grants/ contracts. Develops relationships with the recipient grant manager as appropriate, and maintains them with the program and policy staff.</p>
Creative Problem Solving	○ ● ○ ○ ○	<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 	<p>Works closely with stakeholders and applicants to ensure projects are ready for funding. Through collaboration, presentations and writing/updating manuals the GCC will actively seek solutions for efficiency and incorporate continuous improvements, and provide feedback on these implementations and possible changes/ solutions.</p>

Benchmarks

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

[023PS36](#) Econ. Dev. & Trade Technology Development Officer