

New

Ministry

Arts, Culture and Status of Women

Describe: Basic Job Details

Position

Position ID

50065071

Position Name (200 character maximum)

Program Reporting Officer

Requested Class

Administration 2

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

SWCCD/CE/Communit Grants 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:

The Community Grants Unit (the Unit) of Culture, Multiculturalism and Status of Women administers community grants that reinvest revenues into communities; empower local citizens and community organizations to work together; and respond to local needs. In 2023-24, the Unit administered \$140 million through ten grant programs and received more than 1,600 grant applications.

The Program Reporting Officer (PRO) position exists pursuant to the Ministerial Grants Regulation to ensure proper management, compliance and accountability of (public dollars) taxpayers money which is used to fund grant projects. (Public stewards of taxpayer funds to ensure fiscal responsibility)

This position directly consults and advises grant recipients on accounting/reporting aspects of program policy and procedures and any specific outstanding matters in relation to the completion of projects and reporting for the following grant programs: Community Facility Enhancement Program (CFEP) Large, CFEP Small, Community Initiatives Program (CIP) Project-Based, CIP Operating Grants, Stabilize Program, Anti-Racism Grants, etc. Responsibilities are expected to be accomplished with little or no supervision.

The PRO reviews and analyses financial reporting and project outcomes. Each grant is provided for a unique purpose, requiring the PROs to possess a high level of knowledge, experience and expertise in each of the programs administered by the Unit. The PROs are responsible for the receipt, examination, processing and reconciliation of submitted financial reporting documentation to ensure compliance with established program guidelines and parameters as well as the unique approved purpose. They identify potential issues in the reporting such as eligibility, mismanagement of grant funds, conflict of interest, and costs discrepancies.

The PRO reviews formal grant funding agreements, consults grant recipients on funding conditions and deliverables, and recommends changes to formal grant agreements as necessary. The PRO creates and handles the execution of amending agreements for any approved changes to formal grant agreements.

The PRO assesses eligibility, mitigates funding risks, and works with the delegated authority to process decisions on grant recipient's proposed changes to the approved project. These changes may include time extension, budget reallocation, and the return of unspent funds. Depending on the grant recipient's circumstance, the PRO is required to exercise discretion and judgment.

The PRO advises grant recipients on best practices to ensure successful completion of grant projects and timely submission of reporting requirements. The position provides direction and communicates with grant recipients, third parties, and other levels of the government in resolving issues affecting grant projects and reporting.

The position also requires the ability to manage and adjust to changing priorities, often of a politically sensitive nature. The position requires the ability to balance several concurrent projects and the ability to quickly assess and resolve complex issues, again, with little or no supervision (i.e. extensions, changing project scope, expanding on the current project or refunds).

Responsibilities

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

1. Comprehensive consultation and information services are provided to stakeholders to ensure the Unit's grant funded projects are implemented and reporting deliverables are achieved.

Activities:

- Discusses decisions and holds crucial conversations with stakeholders, providing explanations and rationale to support decisions in order to safeguard public funds and mitigate risk to the ministry.
 - Identifies problems, politically sensitive issues, and shortcomings in relation to grant funded projects. Collaborates with grant recipients to resolve issues, obtain additional information, and determine innovative solutions to ensure successful project implementation.
 - Consults with stakeholders by directly contacting or meeting with grant recipients, project stakeholders, other funders and cross-ministry contacts to provide guidance, advice and information regarding Community Grants' programs, guidelines and procedures to facilitate effective delivery of grant funded projects.
 - Develops procedures for the administration of new program offerings and for those projects that fall outside the normal spectrum of program delivery.
 - Analyzes the complexity of projects, grant recipient problems and requests, and provides comprehensive advice and recommendations that meets the needs of the stakeholder while maintaining balance within the program parameters in accordance with program guidelines and legislation.
 - Uses the breadth of specialized knowledge to assess multifaceted grant recipient requests and issues to determine the appropriate resolution, which may include amendments to formal grant agreements and fundamental changes of project scope. The position is required to develop background information and provide recommendations to the signing authority.
2. Review and assessment of project reporting and post-project impacts through a lens of specialized expertise to support the timely closure of grant files in a manner consistent with relevant legislation, regulations, policies

and guidelines.

Activities:

- The incumbent simultaneously manages multiple grant files, governed by different program guidelines, approved purposes and eligibility criteria, many of which are complex, requiring a high level of expertise to identify issues and develop innovative and creative solutions. The outcome is not always known.
- Assesses interim reporting to ensure project milestones are being met. The PRO is required to provide guidance to manage the completion of the project and to support the organization in meeting the reporting deliverables should stakeholder challenges arise.
- Conducts comprehensive project reviews, while exercising a high degree of independent decision-making. Determines total project costs and refund calculations for any unexpended grant funds. Instructs the stakeholders on repayment of grant funds including providing options for repayment plans.
- Using their knowledge, experience and expertise, the PRO analyzes grant recipients' financial accounting and reporting against the specific program's eligibility while interpreting the program guidelines, original grant application, approved purpose, project budget, community benefit and total project cost. Leads the resolution of any identified misuse of funding, conflict of interest, costs discrepancies and unspent grant funds.
- Reviews formal grant funding agreements, consults with grant recipients on funding conditions and deliverables, and recommends amendments to formal grant agreements as necessary. Creates and manages the execution of amending agreements for any approved changes to the formal grant agreements.
- Ensures proper recognition of grant programs where applicable.

3. Management of issues in relation to grant funding, grant conditions and unforeseen circumstances that impact grant funded projects.

Activities:

- Collaborates with stakeholders to assist them in adapting their projects when reduced funding was unexpectedly granted.
- Working mostly independently, investigate issues to solve problems within continually changing economic conditions impacting the non-profit sector when the outcome is not known; issues include recession/inflation, funding sources backing out, supply chain issues and increased supply costs.
- Under certain circumstances, the PRO has the autonomy to provide short term extension requests, eligible project budget reallocations and to direct the return of grants funds.
- Delegated considerable freedom to plan and take actions associated with grant recipients in the resolution of the grant reporting
- Assess emergent issues presented by grant recipients such as fire, flood or other disasters. Determine severity and whether emergency processing of a change of scope or time extension is warranted.
- Identify whether any perceived or actual conflicts of interest have occurred and obtain necessary documentation to ensure the conflict was addressed.
- Authority to request the return of grant funds should the scope and nature of issues be insurmountable.

4. The Systems and Finance Manager and Director of the Unit are supported in achieving the mandate and goals of the Unit and relevant grant programs.

Activities:

- Ensures politically sensitive issues relating to grant administration are brought to the attention of senior management and provides associated solutions or recommendations as appropriate.
- Prepares draft reports, briefing notes, and Ministerial responses, often of a highly sensitive nature.

- Provides consultation and recommendations for issues, opportunities, and challenges associated with the delivery of the grant programs, including providing input to the development of program reporting, guidelines and internal business processes.
- Communicates with Public Information Officers and Grant Reporting Administrator to ensure program processes are completed in the necessary time frames.
- Establishes and maintains positive relationships with Ministry, Government, and stakeholder representatives to ensure coordination and integration of functions.

Problem Solving

Typical problems solved:

PROs must work with grant recipients, internal program teams, other funders to ensure projects are delivered in accordance with the grant's approved purpose and the program guidelines when the outcome is not known. Common problems include determining eligibility, assessing need for changes to the approved purpose, and consulting and advising with project stakeholders and funders as they relate to the approved purpose.

Types of guidance available for problem solving:

Ministerial Grant Regulation, Program guidelines, grant agreement, colleagues and manager.

Direct or indirect impacts of decisions:

Decisions made by the PROs have a significant impact on grant recipients. PROs determine whether to recommend changes in projects scopes and the scale of projects, possibly resulting in recommendations for amendments to approved purposes allowing organizations to adjust the project based on current situations. PROs may also have a direct impact on grant recipient's fiscal health, when organizations are required to repay some or all of the grant funds should the PRO determine ineligible costs. The possibility of a politically sensitive issue arising during the resolution of issues with the delivery of a project is always considered by the PROs and briefings to leadership regarding potential situations are provided.

Key Relationships

Major stakeholders and purpose of interactions:

grant recipients, project stakeholders and funders - purpose is to support the delivery of the approved purpose and adhere to funders' timelines, eligibilities, project components, etc.

Internally, stakeholders are Unit members responsible for other parts of the project lifecycle, to ensure the intent and spirit of the approved purpose are realized in the delivery of the project.

Required Education, Experience and Technical Competencies

Education Level

Diploma (2 year)

Focus/Major

Public Administration

2nd Major/Minor if applicable

Other

Designation

If other, specify:

Finance

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

Completion of diploma in a related field plus 5 years progressively responsible related experience required; or equivalency: Directly related education or experience considered on the basis of: 1 year of education for 1 year of experience; or 1 year of experience for 1 year of education.

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		
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Works to remove barriers to outcomes, sticking to principles: • Forecasts and	

		proactively addresses project challenges <ul style="list-style-type: none"> • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission 	
Systems Thinking	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Integrates broader context into planning: <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 	
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Engages the community and resources at hand to address issues: <ul style="list-style-type: none"> • 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 	
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Collaborates across functional areas and proactively addresses conflict: <ul style="list-style-type: none"> • 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	
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Benchmarks

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

023PS63

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

Supervisor / Manager Name

Date yyyy-mm-dd

Supervisor / Manager Signature

Director / Executive Director Name

Date yyyy-mm-dd

Director / Executive Director Signature

ADM Name

Date yyyy-mm-dd

ADM Signature

DM Name

Date yyyy-mm-dd

DM Signature