New

Ministry

Transportation and Economic Corridors

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Grants Analyst

Requested Class

Program Services 3

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

TSS/PII/SI

☐ 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:

Reporting to the Director, Strategic Initiatives, in the Priority Initiatives and Integration Branch, this position develops policy recommendations in the assigned area of responsibility. The Policy Analyst undertakes project management and provides expertise required to ensure quality, impartial and objective policy advice is delivered in a timely manner to the Director, branches and department staff, senior leadership while obtaining the necessary approvals.

Proactive and strategic policy development is required to support the Ministry's requirement of ongoing enhancement and changes to various legislation and regulations, education programs, and projects. This work is completed with a municipal, provincial, national and international context. Proactive and strategic policy development is required to support the Ministry's mandate of providing Albertans with a safe and efficient transportation system and improving safety for the motoring public.

Responsibilities

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

1. Grants management
- Manage the day to day operations of a contracted grant administration team, with support from the Director.
- Develop and present updates and summaries within and across a suite of grants to branch leaders

- Monitor grants in accordance with the terms and conditions of the funding agreements (e.g., financial allocations, project milestones , reporting requirements)
- Work with grant recipients an the program administration team, as needed, to ensure projects stay on track and in compliance with grant terms and conditions and with emerging issues
- Review grant reports for quality assurance.
- Respond to internal and external stakeholders questions regarding the grant.
- Assist in developing communication resources for the grant program.

2. Policy Analysis and Advice

- Stays informed on issues and trends, provide necessary information, collaboration, and coordination required.
- Leads small projects or components of larger projects to aid in evaluating, assessing and changing policies, programs and objectives or for reports.
- Identifies emerging program and policy issues to effectively analyze diverse viewpoints and develop valid recommendations for presentation to ministry representatives.
- Assists with and provides input into legislative and regulatory reviews/development.
- Determines the best approach to research, applies knowledge of ethical considerations, and collects data for research projects.
- Researches, evaluates, and analyses quantitative and qualitative data from a variety of sources, including internal and cross-jurisdictional databases and academic journals.
- Considers system and statistical analysis implications on policy/program development.
- Provides input, recommendations, and advice around policy development process.
- Supports implementing integrated processes for the Ministry when there is a policy change.
- Develops options and reports, on the development of programs and initiatives.
- Develops information networks and research programming practices from jurisdictional scanning in order to identify best practices in service delivery.

3. Program Development and Improvement

- Monitors and analyses policy and program issues and identifies gaps or duplication of services.
- Assists with the development of action plans based on findings of program reviews and follow up on the implementation of recommendations identified.
- Assesses opportunities and evaluate proposals for new or improved transportation programs with respect to efficiency and effectiveness (e.g., education programs).

4. Stakeholder Engagement

- Develops and maintains positive working relationships with branch, division, and government partners to ensure collaborative efforts lead to the effective development and implementation of policies.
- Provides information to support departmental, inter-departmental, inter-governmental committees, and working groups to ensure the perspectives of the branch and Ministry are represented and considered in discussions.
- Drafts Stakeholder Engagement Plans as required as part of larger policy or grant projects.
- Coordinates activities and meetings within the unit/branch/division as well as with external stakeholders to consult on policy issues and/or share research findings.
- Supports and/or coordinates various aspects of stakeholder engagement to identify strategies and initiatives impacting the Ministry.
- Facilitates consensus building when there are conflicting objectives or views between various internal and/or external stakeholders.

5. Communication, Issues Support, and Unit Operations

- Remains current and informed on issues specific to relevant program/policy to inform management.
- Compiles information for Manager such as key messages, briefing notes, and responses for internal use and media inquiries.

- Provides briefing notes on topics related to results of analysis and/or statistical methodology.
- Assess content of outgoing correspondence to ensure compliance with applicable legislation and consistency with handling requests.
- Identifies links to government priorities, programs and services, partner initiatives, and commitments.
- Interprets and translates data/findings into business recommendations for management to explore.
- Supports preparation and development of strategic and operational plans.
- Ensures that the department and senior leadership are apprised of current situations, emerging trends and directions that may impact Alberta's transportation industry and users of the transportation network.

Other duties as required.

Problem Solving

Typical problems solved:

Reporting to the Director of Strategic Initiatives, this position is will deal with grant, program and policy issues that cross divisional or ministry boundaries, including but not limited to identifying traffic safety related trends, policy development or amendments.

Types of guidance available for problem solving:

This position has grants policy, research, legislative, regulatory, policy and procedural documentation available to them for guidance, as well as the Director and senior professionals.

Direct or indirect impacts of decisions:

Transportation and Economic Corridors provides a leadership role in ensuring traffic safety is appropriately determined and maintained. This position assists in the identification and the development of policy decisions ensuring that traffic safety initiatives remain the focus of the Ministry.

Key Relationships

Major stakeholders and purpose of interactions:

- ADM/Executive Director - Provide support towards attainment of division/department goals, information sharing, and resolution of issues, as required.
- Director - Daily provide information on grants/project progress, identified risks, and proposed resolution of issues.
- Branch Members - Information sharing, coordination of activities related to projects, provide support for resolution of issues.
- Project Team Members - Daily information sharing, coordination of activities related to projects, provide support for resolution of issues.
- Other GOA Staff - Information sharing, coordination of input, and updates on grant/project status, as required.
- Transportation stakeholders and the public - information sharing, relationship building, coordination of input, collaboration to meet project goals, as required.

Required Education, Experience and Technical Competencies

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

If other, specify:

Political Science, Economics, Public Policy, and other social sciences. At least 2 years related experience.

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

Knowledge

- Knowledge and understanding of GoA policy and requirements for grants to external organizations.
- Knowledge of various legislation and regulations.
- Strong knowledge of the transportation community including provincial, national and international,

legislation and regulations and their influence on Alberta.

- Knowledge of social, economic aspects of transportation and statistical analysis methodologies and procedures.
- Working knowledge of computer software and computer hardware including Microsoft Suite such as Word, Excel, PowerPoint and the Internet.
- Understands how to develop and implement policy, program and legislation within the Government of Alberta (GOA) context.
- Knowledge in procedural fairness and administrative law concepts and guiding principles.
- Working knowledge of current events, demographic trends, and stakeholder needs and perspectives.
- Working knowledge of government/division/branch initiatives, protocols, strategic direction, and priorities.
- Working knowledge of the Department's mandate, business plans, and policies.
- Working knowledge of the Department's mission, and the Division and Branch goals and objectives.

Skills

- Excellent written and verbal communication skills as well as presentation skills with the ability to express complex ideas in plain language.
- Experience drafting briefing and decision-making documents such as briefing notes, reports, Power Point presentations, issue analysis reports, issue management reports, etc.
- Excellent interpersonal, listening, and facilitation skills with the ability to network, build and maintain working relationships within the division, department, other ministries, stakeholders and partners.
- Displays initiative, creativity and exercises sound judgment and time management skills.
- Applies appropriate policy research techniques, quantitative, and information source searches.
- Shows flexibility and willingness to adapt to new situations (e.g., research information in an area outside area of expertise).
- Possesses professional skills to monitor and interpret changes in transportation systems.

Abilities

- Undertake and complete projects in support of department's business plan and mandate.
- Ability to work on various projects simultaneously often with tight deadlines.
- Ability to analyze and synthesize information and provide sound recommendations.
- Works within the confidentiality restrictions that are necessary due to the sensitivity of issues within the GOA.
- Researches, collects and analyzes data and information from various sources has ability to distinguish credible sources.
- Determine and apply the appropriate analytical techniques to a situation to determine impact and outcomes.
- Ability to work independently.
- Organizes and schedules work appropriately to meet administrative and program deadlines in support of the department's business plan.
- Analyze situations, solve problems, make decisions, resolve conflict, and manage projects.
- Scans a substantial amount of material to determine relevant information.
- Functions well independently and within a collaborative team environment.

Work Experience

- A minimum of 2 years related work experience is required.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level A B C D E	Level Definition	Examples of how this level best represents the job
Systems Thinking	○ ◉ ○ ○ ○	Considers inter-relationships and emerging trends to attain goals: • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences	Considers division and program area needs when evaluating, researching, and conducting program and policy analysis. May consider some ministry and cross-government impacts.
Drive for Results	○ ◉ ○ ○ ○	Works to exceed goals and partner with others to achieve objectives: • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations	Leads small projects or components of larger projects. This may include working collaboratively, monitoring project performance, and ensures projects are completed in a way consistent with direction.
Agility	○ ◉ ○ ○ ○	Works in a changing environment and takes initiative to change: • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines	Regularly adapts to changing priorities, adjusts projects and deliverables to take advantage of opportunities, explains the impact of changes to projects to management.
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	Encourages diverse perspectives and seeks to understand root problems and causes. Uses research and analysis to find ways to improve systems. Employs subject matter experts from other areas to

		idea generation to solve problems while addressing risks	solve problem
Build Collaborative Environments	○ ◉ ○ ○ ○	Facilitates open communication and leverages team skill: • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others	Uses enthusiasm to motivate and guide collaborative work. Acknowledges and works with diverse perspectives on project teams, often from other departments and business areas. Develops engagement plans and executes them to involve stakeholders.

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.