

**New**

Ministry

**Describe: Basic Job Details****Position**

Position ID

Position Name (200 character maximum)

Requested 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****Job Purpose and Organizational Context**

Why the job exists:

The Sport, Physical Activity and Recreation (SPAR) Branch supports Alberta's non-profit sport system to deliver affordable access to sport and recreation opportunities. This is achieved through funding safe and welcoming programs and multi-sport games where Albertans can play, learn, compete, and even represent the province on the world stage.

The Grant Specialist is located in the Policy and Grants Unit within the SPAR Branch and reports to the Manager, Grants and Operations. This position leads and supports the delivery of the Active Communities Initiative and Major Sport Events Grant Program, including the analysis and reporting of program data and results, and works collaboratively to implement program improvements. The role supports the review and assessment of grant applications, develops funding recommendations, and contributes to the ongoing enhancement of application and assessment processes to strengthen program effectiveness and accountability.

This position encompasses a broad range of responsibilities, including:

- Provides direct support to the Policy and Grants unit and stakeholders by supporting applicants through the grant process, assessing eligibility, making funding recommendations and communicating application outcomes.
- Reviews applications for completeness and accuracy, including required documentation and budgets; works with applicants to clarify and strengthen financial information, ensuring revenues are verified and organizational financial capacity supports project delivery.
- Collaborates with team members and administrative staff to support efficient intake, processing, and assessment of applications, including applying program scoring matrices to inform funding decisions.
- Leads and/or supports the development and enhancement of application assessment tools (e.g., scoring matrices) to improve consistency, efficiency, and quality of evaluations.
- Maintains SharePoint sites and program records, ensuring complete, accurate, and well-organized documentation and application summaries.
- Coordinates and facilitates grant review panels (virtual and in-person), including agenda development, file sequencing, and structured presentations and discussions.
- Conducts analysis of program data and economic impacts, identifying trends, risks, and opportunities to inform senior leadership decision-making.
- Develops and maintains program documentation and guidance materials; prepares grant summaries and contributes to briefing materials and information requests for senior officials, including ADM, DM, Minister's Office, and Premier's Office.

## Responsibilities

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

### 1. Lead and support grant program delivery

- Work in collaboration with the Policy & Grants unit in the planning, development, delivery, monitoring, and evaluation of multiple grant programs.
- Collaborate with unit staff to develop and update grant program guidelines.
- Develop and/or update technical grant program review and assessment tools, including application workbooks, assessment scorecards, tracking systems, and master data tables.
- Lead and support the assessment process by providing application summaries and identify any concerns with the project and/or organization.
- Ensure all relevant grant program documents and scoring matrices are and easily located.
- Lead and/or support grant program review panels and ensure discussions and decisions are appropriately documented and stored for audit purposes.
- Contribute to or lead the development of briefing notes, letters, and other correspondence supporting program recommendations for senior leadership approval.
- Prepare grant agreements and amendments.

### 2. Provide program and technical support to stakeholders.

- Liaise and provide support to stakeholders throughout the grant application process, ensuring required information and correct documentation is submitted, and providing timely responses to inquiries and concerns.
- Actively support stakeholders by facilitating smooth processes for grant management and reporting, and ensure all required reports are received in accordance with funding agreement schedules.
- Review webpage content to ensure program information is current and updated regularly.
- Support the development of grant administration processes for staff and applicants, ensuring up-to-date and accurate information.
- Keep apprised of emerging grant management approaches and best practices.

### 3. Lead and support the analysis of grant program data/results, performance measurement, and reporting.

- Conduct analysis of grant program data and economic impact to identify trends and opportunities, to be shared with senior leadership in the Division and Ministry.
- Lead research aspects of reviews, planning, and reporting of grant programs, providing outcome-focused and evidence-based observations to inform program and planning evolution.
- Ensure that analysis and research around sport, physical activity, and recreation is translated into applicable information for sector partners.

- Lead and support other research assigned to their program area.
- Monitor performance measures that support/align with Branch/sector policy.

4. Ensures the Director, Policy & Grants and Manager, Grants and Operations are supported in achieving the mandate and goals of the Division and Ministry.

- Participate on internal, cross-ministry, and cross-government committees, when applicable.
- Prepare briefing materials, summary reports, and decision-making materials as required.

### Problem Solving

Typical problems solved:

The position requires in-depth problem solving with a good understanding of SPAR's grants programs and sector research. The Grants Specialist provides a wide range of services including leading and/or supporting the provision of advice, research, analysis, and recommendations. The position requires the ability to work effectively and efficiently on diverse tasks and provides effective solutions and constructive advice on a regular basis.

Types of guidance available for problem solving:

This position works under the direction of the Director, Policy and Grants and Manager, Grants and Operations within the parameters of the grant program policies and procedures. The position is required to exercise considerable judgment and flexibility in the assigned duties and working with a diverse range of agencies, individuals, and issues.

Direct or indirect impacts of decisions:

The impact of project assessments and scoring, including the panel members solicited can be significant in grant application recommendations. The quality and accuracy of application reviews and assessments compared to the guideline criteria is critical, given that they affect the recommendation for funding decisions and impact projects that benefit communities and the programs, events and facilities that are for the general public.

### Key Relationships

Major stakeholders and purpose of interactions:

The Grants Specialist has regular and ongoing contact with:

- Policy & Grants Unit staff - lead and/or coordinate the review and assessment of grant program applications and the coordination of grant review panels; exchange information; facilitate presentations and collaborate on projects and initiatives. Will also provide updates and guidance pertaining to grant application reviews and assessments.
- Grant program stakeholders - support application processing; completeness and clarity of information, discussion of withdrawals and cancellations, providing information on project readiness and budgets, and facilitation of presentations.
- Senior management - provide updates on issues and developments within assigned program area; provide recommendations on issues management and program development.
- Interact with Ministry, cross-Ministry, and other levels of government (municipal/federal) - work collaboratively in areas of mutual interest and cross-ministry initiatives.
- General public - respond to inquiries regarding various programs and service information.

### Required Education, Experience and Technical Competencies

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

If other, specify:

Could also have an Arts, Education, Social Sciences or a 2 year diploma with the required work experience.

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

- Strong writing skills, including high-level business writing and experience with developing briefing notes and other decision documents, as well as public-facing communication materials.
- Strong interpersonal skills and ability to collaborate with stakeholders or the public to share information, solve problems, or provide subject-matter guidance.
- Strong analytical and research skills, with the ability to interpret program data/results.
- Knowledge of Government of Alberta grant processes and approval procedures.

- A sound understanding of the business of the Department, including policies, and procedures as well as knowledge of Government of Alberta initiatives and collaborating departments for cross-ministry initiatives.
- Proven ability to support, encourage and foster innovation.
- Experience with project budgets and the development of projects and/or initiatives.
- Knowledge of provincial and federal legislation and/or policies related to sport.
- Knowledge of information and policies surrounding the Access to Information Act and Protection of Privacy Act.
- Proficiency with software tools including the Microsoft Office Suite (particularly Word, Excel, PowerPoint and Sharepoint).

### 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		
Systems Thinking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> <li>• Seeks insight on implications of different options</li> <li>• Analyzes long-term outcomes, focus on goals and values</li> <li>• Identifies unintended consequences</li> </ul>	
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> <li>• Asks questions to understand a problem</li> <li>• Looks for new ways to improve results and activities</li> <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</li> </ul>	

		techniques	
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Works to exceed goals and partner with others to achieve objectives: <ul style="list-style-type: none"> <li>• Plans based on past experience</li> <li>• Holds self and others responsible for results</li> <li>• Partners with groups to achieve outcomes</li> <li>• Aims to exceed expectations</li> </ul>	

**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.