

Ministry

Environment and Protected Areas

Describe: Basic Job Details

Position

Position ID

Position Name

Grants & Business Svcs Manager

Requested Class

Manager (Zone 2)

Job Focus

Operations/Program

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

RSD, EKP, Resilience Infrastructure and Grants

Supervisor's Position ID

Supervisor's Position Name

Dir Resilience Infra and Grant

Supervisor's Current Class

Senior Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Director, Resilience Infrastructure and Grants, the Grants and Business Services Manager oversees the branch's drought and flood grant programs. These capital grants are a key tool for the government to support Alberta municipalities, Improvement Districts, Special Areas, Métis settlements, and First Nations in building community resilience and protecting critical infrastructure from flooding and drought, and ensuring public safety.

Under the Manager's leadership, a team of Grant Coordinators will:

- Deliver the new multi-year \$125M Drought and Flood Protection Program (DFPP).
- Oversee ongoing administration of \$278M in grants under the Alberta Community Resilience Program (ACRP).
- Oversee the closeout of remaining Investing in Canada Infrastructure Program (ICIP) and Flood Recovery and Erosion Control (FREC) grants.
- Manage other drought and flood mitigation grants.

The Manager also leads the Environmental Knowledge and Prediction (EKP) Branch's administrative team, which supports all sections of the branch. The administrative team enables the ~80 FTEs in EKP to deliver on

multiple departmental priorities by providing support in budgeting, financial tracking, procurement, operational planning, travel and meeting logistics, internal and external communications, and general administration.

Responsibilities

Administration of the new 5-year, \$125M provincial Drought and Flood Protection Program

- Lead staff in the evaluation of applications to ensure provincially funded projects effectively mitigate risk to public safety and financial liabilities while following established departmental practices, including the adherence to reporting requirements.
- Based on the evaluation and input from subject matter experts, oversee the preparation of Ministerial decision documents, Treasury Board and Finance submissions, and briefing materials.
- Ensure alignment of the new capital grant program with appropriate grant and financial administration legislation and regulations including adherence to financial audit principles.
- Employ a continuous improvement lens to review and refine the DFPP to ensure it is meeting stakeholder and governments needs.
- Identify, coordinate, and optimize opportunities to leverage federal and provincial funding sources to maximize the value and return on investment of all available funding programs.
- Monitor and address issues proactively and professionally. This includes raising issues with the Director or above when they require higher level awareness or intervention.

Administration and closeout of existing grant programs and individual grants

- Oversee the ongoing administration and close out of the \$278M in capital grants allocated under ACRP and other grant programs.
- Maintain awareness of issues and risks that require attention, additional subject matter expertise or need to be elevated to the director or above.
- Manage funding or scope-change requests for existing provincially prioritized projects, ensuring awareness of the project status and critically assessing the municipal request prior to administering the briefing and approval process.
- Liaise with regional staff to ensure full understanding and awareness of the grants administered and to facilitate the Water Act and other regulatory approvals for funded projects.
- Ensures comprehensive tracking and documentation of decisions, commitments and reporting made throughout the program.
- Ensure documentation is sufficient to meet the needs of internal and external audit scrutiny, including regular reviews to ensure protocols and processes are being followed.

Budget planning and financial tracking for the branch

- Lead staff through annual and multi-year budget planning cycles, including the collection and refinement of project budgets, consolidation of branch budget needs and delivery to the Executive Director for approval.
- Lead staff in monitoring, forecasting and reconciliation of the branch's budget throughout the fiscal year including leading preparation of branch budget requests to Treasury Board, leading and coordinating

branch input to Committee of Supply, Public Accounts and Capital planning.

- Assist in building a collaborative environment and coordination with other members of the department's finance teams to ensure the branch has then information required to respond to information requests, report on branch finances, provide cover-off; ultimately providing efficient support to the branch's management team.
- Provide financial and procurement expertise to the branch to ensure compliance with appropriate financial procedures and minimize the department's risks and liabilities (e.g. adherence to Financial Administration Act, Treasury Board directives, Generally Accepted Accounting Practices, Office of Auditor General (OAG) auditing guidelines, etc.).

Administrative support for the branch

- Provide leadership for administrative staff, including ensuring they understand assigned work and priorities.
- Oversee coordination among branch staff to manage requests and the workload of the administration team.
- Oversee delivery of facility, fleet vehicle, capital asset, IT asset and equipment needs.
- In accordance with existing guidelines and policies, oversee the travel, meeting and event logistical support provided by the administrative team.
- Ensure the Executive Director's day-to-day administrative needs are met.
- Coordinate cover-off for key administrative functions when staff are away.

Business Planning, Audit Coordination, Team and branch support

- Lead the branch's business supports, including financial administration, general administration, and leading branch business planning, operational planning, annual reporting and input to Auditor General assessments and audits.

Provide active, on-going communication, coaching, feedback and monitoring of staff performance to ensure staff receive the appropriate support to be productive and successful.

- Coordinate information from various staff members, other government departments, agencies and stakeholders as required. Collaborate with other ministry Managers and Directors to identify, assess, and prioritize resources that support the business needs of the branch, division and department.
- Maintain awareness and work within the parameters of established legislation, policies, plans (including Government of Alberta strategic business plan, Ministry business plans, Minister's mandate letters), guidelines and standard practices.
- Ensures an understanding of assigned work and priorities, including checking in with the director when clarification is required.
- Develop Briefing Notes, Requests for Decisions, and responses to Action Requests, ensuring issues are appropriately researched and responses are clear and in line with expected requirements and timelines.

Problem Solving

Typical problems solved:

Examples of difficult or challenging situations faced by the position include:

- Assessing drought and flood grant funding requests in the context of government objectives, multiple policies, legislation at all levels of government, environmental practices and operational constraints
- Preparing and updating budgets and financial reporting under short timelines.
- Maintaining credible and sustainable grant funding to support the overarching goals of disaster risk reduction, meeting stakeholder interests and available resource.
- Coordinating and assessing different perspectives of 'client service' through feedback mechanisms and developing and implementing improvements.
- Maintaining awareness and look for collaborative approaches to providing funding that utilize a combination of municipal, provincial and federal sources.
- Ensuring all GoA policies and protocols are being followed by themselves and all requirements outlined in grant agreements are being met by the grant recipients, when working with minimal information and there is limited time for collaboration.
- Building effective alliances and teams with individuals who possess different perspectives and business areas to facilitate planning, consensus building, and decision-making processes for grants, financial and administrative supports.
- Managing competing demands for resources from across the branch including providing resources to support critical needs during flood events or environmental emergencies as well as maintaining core service supports.

Types of guidance available for problem solving:

- The manager will rely on existing grant program processes, program guidelines, and other written materials to inform their daily actions.
- The manager has guidance available from the director and executive director of the branch. The branch and department also has a range of flood and drought subject matter experts who can be called upon for scientific and engineering advice.
- The departments Financial Service branch, including the Financial Planning, Financial Operations and Contract and Grants sections can provide specific advice related to financial administration legislation, grant admin regulations, financial policy and directives.
- Contacts from various flood mitigation grant programs are available at the provincial and federal level.

Direct or indirect impacts of decisions:

- The position has direct influence over the distribution of millions of dollars in provincial grant investment. These investments directly support long-term flood and drought mitigation measures and building resilience in communities across Alberta.
- The grant programs are high profile with significant interest from elected officials at the provincial and municipal levels. As required, this position meets department and municipal representatives, including elected officials and staff from municipal authorities. The position may also be responsible for managing issues arising from a range of municipal, Metis and First Nation clients.
- Administrative support provided by the team support the branch's management team with ongoing

evaluation of the budget, finance, procurement and Human Capital Management. The position manages the logistics of critical business support activities to enable the successful delivery of the leadership team's highest priorities.

Key Relationships

Major stakeholders and purpose of interactions:

- Branch management team and staff - build collaborative relationships with leadership and staff to provide advice and recommendations for provincial grants to protect Albertans from drought and flood impacts.
- Other GoA branches and Ministries - ensure alignment of funding with other GoA programs and initiatives (i.e., Lands Division, Transportation and Economic Corridors, Public Safety and Emergency Services, Municipal Affairs).
- Grant recipients - engage with recipients to maintain strong relationships, collaborate on issues identification and resolution, maintain awareness related cross-government activities, represents the ministry's perspectives and directions. Follow up with recipients to ensure appropriate grant administration through the full grant management cycle (i.e., from grant application to close-out).
- All municipalities, Improvement Districts, Special Areas, Metis settlements and First Nations to provide advice and direction regarding drought and flood grant programs.
- Federal Government - to leverage provincial investments in mitigation infrastructure spending to optimize additional federal funding opportunities for Alberta communities.
- Non-government stakeholders - Engage stakeholders (e.g. Watershed Planning and Advisory Councils) to maintain strong relationships, collaborate on issues identification and resolution, and represent the ministry's perspectives and directions.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

The position requires a post-secondary degree in business, finance, public administration, law, science, natural resources or related field combined with a minimum of 5 years of related experience, including a increasing supervisory, grant and financial responsibilities.

The ideal candidate will have sound knowledge and understanding of:

- Government administrative and financial processes and systems
- Government contract and grant management, reporting and analysis
- Project management, change management and issues management
- Related legislation, regulations, directives and policies
- Government strategic business plans, goals, policy direction and mandates
- Government internal administrative policies, processes, and practices
- Strategic business and operational planning theories, methodologies, principles and techniques

- Innovative and creative thinking as well as strategic thinking skills
- Strong communication and interpersonal skills including the ability to coach, mentor, and negotiate

Behavioral Competencies

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	To effectively deliver grant programs, knowledge of complex government financial and grant management systems, stakeholder expectations, and the associated political and environmental risks is key.
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <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 	Adapting to changing environmental, political, and stakeholder directions requires the manager to proactively address obstacles and modify approaches in order to achieve the desired outcomes of grant programs.
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"> • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and 	The manager must work collaboratively with internal and external stakeholders to manage issues arising from competing needs, finite resources, and unforeseen challenges, ensuring the integrity of both the grant program

		<p>confronts problems directly</p> <ul style="list-style-type: none"> • Considers complex factors and aligns solutions with broader organization mission 	<p>and the government's reputation.</p>
Develop Networks	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<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>Maintaining strong relationships with internal and external stakeholders requires open and transparent engagement. This fosters collaboration and ensures grant programs deliver the long-term outcomes expected by the department and elected officials</p>
Develop Self and Others	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Encourages development and integration of emerging methods:</p> <ul style="list-style-type: none"> • Shapes group learning for team development • Employs emerging methods towards goals • Creates a shared learning environment • Works with individuals to develop personal development plans 	<p>The manager is expected to grow and develop the grants and administrative teams, ensuring they have the environment, knowledge, and skills necessary to perform to their full potential.</p>