

## Update

Ministry

Jobs, Economy, Trade and Immigration

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

Program Specialist

Current Class

Program Services 3

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

Vacant

#### Organizational Structure

Division, Branch/Unit

IMM, Multiculturalism and Anti-racism

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Mngr, Program Implementation

Supervisor's Current Class

### Design: Identify Job Duties and Value

#### Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

None

Responsibilities Removed:

None

## Job Purpose and Organizational Context

Why the job exists:

The Multiculturalism and Anti-Racism Program Specialist is required to support a number of initiatives such as supporting the work of the Alberta Anti-Racism Advisory Council (AARAC); supporting the set up of the Premier Council on Multiculturalism and its future work; implementing the initiatives identified on the Alberta Anti-Racism Action Plan; managing programs such as the Multiculturalism and Anti-Racism Grant; establishing, maintaining and engaging with ethno-cultural organizations; conducting research and analyzing information on inclusion, diversity and multiculturalism to inform future initiatives, policies and programming.

## Responsibilities

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

### 1. Managing grant agreements with stakeholders delivering projects to address anti-racism and multiculturalism.

- Ensure that funding utilization meets the intended purpose and is consistent with the terms of the conditional grant.
- Prepare terms of reference and calls for proposals, ensuring the procurement process is fair and transparent and complies with legislation, regulation and policy.
- Develop assessment and evaluation criteria and procedures, participate in review and assessment of proposals, and make recommendation for approved proposals for funding.
- Negotiate changes to approved proposals to establish and execute grant agreements.
- Tabulate, update and report on grant activities, and analyze and report relevant information for management.
- Evaluate the effectiveness of grant agreements by analyzing the statistical, financial and program activity reports and ongoing status updates for each grant.
- Process invoices for payments, based on grant requirements.
- Build relationships with stakeholders by actively engaging and supporting providers to deliver projects that address anti-racism and multiculturalism

### 2. Establish and maintain innovative and meaningful partnerships between community organizations, private sector corporations and ministries across government to broaden the base of support for community actions and government initiatives. Activities:

- Effectively represents TIM interests and priorities in cross-ministry priorities and interdepartmental initiatives, as well as in engagement with external partners
- Advances the interests and priorities of the department and the Alberta government by effectively representing these interests in department discussions, projects and committees.
- Establishes and maintains positive and effective working relationships with key stakeholders, for the purpose of gaining intelligence and advancing the department's Interests.
- Ensures ongoing dialogue with community organizations to understand systemic and emerging Issues for the Ministry priorities and act as a pathfinder and connector, bridging these Interest to policy decisions and other government decision-making tables for meaningful changes.
- Connect with relevant government departments and agencies and NGOs to address root causes and fill gaps to address significant risks to communities

### 3. Support achievement of the Alberta Anti Racism Action Plan and other mandated goals. Activities:

- Design and deliver collaboration processes with ethno-cultural, faith-based, and new immigrant communities and organizations that support TIM strategic policy objectives and that result in better common understanding and improved relationships between stakeholders and between the GoA and stakeholders.
- Participate in collaborative engagement processes to ensure stakeholder concerns are meaningfully considered in strategic policy development.
- Inform and advise senior management about sensitive engagement issues, funding priorities, and associated risk to ensure the success of processes, frameworks and guidelines as well as applicability to different situations, cultural sensitivities and recommend needed changes.

- Conduct research and synthesize and communicate findings to inform government policy direction related to anti-racism and multiculturalism.
  - Participate in ministry committees, teams and working groups, and provide Secretariat perspectives and expertise as required.
  - Support the development of policy/program associate with combating anti-racism and multiculturalism in support of the ministry's strategic objectives.
4. Contribute to Unit, Division and Ministry corporate responsibilities and inclusive work culture. Activities:
- Complete ministerial Action requests and briefings as required such as event and minister briefings.
  - Contribute to unit planning and related operational planning and reporting
  - Supporting co-workers and new team members through information sharing and mentoring.

## Problem Solving

Typical problems solved:

Reporting to the Manager, the Anti-Racism and Multiculturalism grant specialist has an important role as pathfinder and connector between and among the ministry, government, community and stakeholder organizations and Albertans. This position is responsible for outreach to stakeholders and community and building capacity, and effective delivery of the multicultural and anti-racism grants.

This position also needs to collaborate with staff across the GoA, other orders of government, community organizations when identifying issues that may impact grant administration, provide decision-making policy advice, and develop input and recommendations for the consideration of senior decision makers. This position requires initiative and creativity when coordinating complex projects and when working with multiple internal and external stakeholders. Often, this position manages issues to support minister and staff.

Types of guidance available for problem solving:

- Works independently to pull research, historical information, develop e-scans on addressing complex problems and provides innovative solutions and briefing materials for senior leaders.
- Works directly with high profile external stakeholders to address concerns and opportunities to bring forward to senior leaders.
- Asks questions to get a deeper understanding of issues, engage different perspectives, break problems down into manageable components, constructively challenge the way things have always been done, and create strategic solutions for challenges.
- Provides diverse alternatives and assessment of each alternative to the problem with an understanding of systemic impacts.

Direct or indirect impacts of decisions:

- Works collaboratively with colleagues and stakeholders to address immediate concerns and provides key policy decision briefings to DM and Minister for approval.
- works directly with external stakeholders, board Chairs, and with senior leadership in the department.

## Key Relationships

Major stakeholders and purpose of interactions:

Contacts:

The Multicultural and Anti-Racism grant specialist has ongoing contact with:

Internal:

- Manager - daily
- Director - weekly
- Executive Director/ADM - as needed to provide policy or program updates, provide strategic advice or recommendations when required for particular projects
- Associate Minister/Minister - as needed to provide policy or program updates, advice or recommendations when required for particular projects as well as providing support at events.
- Unit co-workers - as needed
- Other TIM units - regularly or as needed
- Other GoA Departments - as needed

## Required Education, Experience and Technical Competencies

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

If other, specify:

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

### Scope:

This position demands a high level of originality and innovation, independent research, ability to identify implications, define issues and develop creative appropriate solutions. This position also requires a solid understanding of grant processes.

Multiculturalism and Anti-Racism projects are diverse in dealing with strategically sensitive and complex issues. The breadth of anti-racism and multiculturalism may also bring issues that are unique in nature with limited precedence to be found within the ministry.

The position is required to work collaboratively and develop good working relationships with staff at all levels, both internal and external to the ministry, developing a meaningful network that enables them to meet deadlines, goals, facilitate collaborative processes and ultimately to do their job efficiently and effectively. Building and maintaining relationships with internal and external stakeholders plays a key role in achieving success.

The position requires the ability to prioritize work on multiple projects with multiple deadlines, to multi-task and use strong organizational skills to meet changing priorities and timelines; and to facilitate, collaborate, and mediate among various groups competing priorities to draft common briefing materials and reach consensus.

### Knowledge, Skills & Abilities:

- Field of study supplemented by four years progressively responsible related experience in policy analysis and development. Equivalences will be considered (one year of related experience for one year of related education).
- Sound knowledge in government processes including grant processes, regulatory process.
- Specialized knowledge, education or experience related to multiculturalism, diversity, inclusion and racism issues, challenges and solutions.
- Experience leading teams or projects through the various components.
- In-depth knowledge of systems-thinking, the approaches and components to systems design models and understanding of complexity and system leverage points.
- Well-developed and effective communication, negotiation and facilitation skills.
- Strong writing skills to develop significant briefing materials, conduct research and analysis.
- Experience and ability to work collaboratively with internal and external stakeholders, including highly developed skills in community engagement.
- Intermediate Microsoft Excel Skills

## 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"> <li>• Identifies alternative approaches and supports others to do the same</li> <li>• Proactively explains</li> </ul>	Ability to anticipate, assess and readily adapt to changing situations and issues, remain objective under pressure by making well-thought through decisions when there are

		<p>impact of changes</p> <ul style="list-style-type: none"> <li>• Anticipates and mitigates emotions of others</li> <li>• Anticipates obstacles and stays focused on goals</li> <li>• Makes decisions and takes action in uncertain situations and creates a backup plan</li> </ul>	<p>competing and ambiguous priorities, champion a plan of action, quickly read a situation and gain an understanding of individual and environmental drivers.</p>
Develop Networks	○ ● ○ ○ ○	<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 techniques</li> </ul>	<p>Seek to understand the perspectives and needs of stakeholders, build relationships by following through on commitments, influence.</p> <p>Engage stakeholders in understanding needs and provide recommendations to senior leadership.</p>
Creative Problem Solving	○ ○ ● ○ ○	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> <li>• Engages perspective to seek root causes</li> <li>• Finds ways to improve complex systems</li> <li>• Employs resources from other areas to solve problems</li> <li>• Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul>	<p>Ask questions to get a deeper understanding of issues, engage different perspectives, break problems down into manageable components, constructively challenge the way things have always been done, and create strategic solutions for challenges.</p> <p>Provide diverse alternatives and assessment of each alternative to the problem with an understanding of systemic impacts.</p>
Drive for Results	○ ● ○ ○ ○	<p>Works to exceed goals and partner with others to achieve objectives:</p> <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> </ul>	<p>Set and accomplish goals and priorities, factor in complexity of Issues and align plans based on government direction, remove barriers to collaboration, provide informed advice.</p>