

Update

Ministry

Agriculture and Irrigation

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Grant Advisor

Current 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

Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

The scope of this position has evolved. In addition to the duties outlined in the current job description, we would like this role to focus on grant and contract data reporting. The incumbent will use the existing data management systems to provide support in managing data analytics, including data collection, data analysis and interpretation, data visualization, and report development. This individual will provide daily, monthly, quarterly, yearly, and ad hoc reports that pertain to the tracking of expenditures of grants and contracts

These roles are the current responsibility for these positions. We are highlighting that they will be focusing on reporting. No core responsibilities are being added to the position.

Responsibilities Removed:

n/a

Job Purpose and Organizational Context

Why the job exists:

This position is a member of the Procurement and Grants team and reports directly to the Team Lead, Grants and Payables. The incumbent provides expertise and strategic advice to the department program areas on the development, management and monitoring of department grant programs and funding agreements. The grant advisor is responsible for ensuring all grant transactions adhere to the defined grant criteria, and are within the necessary accountability and financial management frameworks.

This position is also responsible for supporting the development and preparation of financial reporting for all grant and contract funding in the department. This involves monitoring and reconciling grant and contract expenses using the department's current electronic data management systems, and other tools to accurately reflect the data.

Responsibilities

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

Develop processes and complex reports to monitor the Department's financial transactions on grants and funding agreements

- Designs and maintains grant and contract reporting and looks for opportunities for continuous improvement.
- Ensure the integrity of the data and information used for reporting on grants and contracts. This involves working closely with all program areas to ensure consistent understanding of the financial management and reporting requirements for the department.
- Develop, implement and manage the necessary processes and procedures for the preparation of financial reports for the federal/provincial committees, Executive Team, department representatives, Office of the Auditor General and federal auditors.
- Prepare accurate reports to reconcile grant and contract payments, year-end accrued liabilities and hold-back accounts.
- Advise on developing new programs and reports into GMS; this also includes making enhancements to existing programs and reports within GMS.

Provide advisory services to program areas in the negotiations and development of grants and other agreements, ensuring compliance with various policies, acts and regulations.

- Advise in the design and implementation of grant programs and major department grant initiatives in terms of financial policies, procedures and the necessary financial accountability frameworks. This includes the development of federal and provincial cost shared grant programs.
- Provide interpretation of policies, procedures and related legislation as they apply to contracts and grants.
- Effectively communicate with program staff to ensure they understand their obligations and provide support and guidance in terms of processes and procedures to facilitate efficiency and accountability.
- Draft agreements for department usage and consult with Alberta Justice Representatives on grant agreements to ensure accuracy, compliance and completeness of agreements in terms of financial requirements and overall contractual expectations.
- Consult with representatives of other Ministries to ensure grant agreements developed by the Department adhere to government policies, regulations and acts. E.g. legal requirements (Justice), inter government requirements (IIR), FOIP

GMS Finance Review Role

- Review grant documentation to ensure adherence to various acts, legislation and regulations before submitting for approval.
- Work in ARTS to submit approval packages to Deputy Minister and Minister for approval.
- Consult with program areas to determine if documentation adjustments are required.
- Consult with program staff and Finance team to ensure grants are reviewed in a timely and efficient manner.
- Communicate process and work towards efficiencies with both internal and external clients.

Assist in processing Department grant and contract payments

- Ensure all payments are processed in a timely manner and in adherence to the contract and grant specifications, department and government financial policies and procedures and all relevant acts, regulations and directives.
- Advise program staff on issues and recommend solutions related to the processing of contract and grant payments.
- Respond to Accounting Officers and Compliance Unit on concerns pertaining to contract and grant payments.
- Gathering documentation for OAG, CIA, and any other auditor requests

Problem Solving

Typical problems solved:

The incumbent provides advisory services throughout the department to administrative staff, program grant managers and senior management involved in the negotiation and development of grants and other funding agreements. This advice and interpretation of the financial policies and procedures required in the administration of grants and agreements is complex wherein there is minimal margin for error in articulating requirements, ensuring accuracy of financial information and ensuring contract/agreement parameters are well-understood and followed. Each grant agreement can have unique financial and performance reporting requirements that require consultation with other Ministries (e.g., Justice, IGR), or the federal government, therefore a broader understanding of processes and procedures related to the management and payment of grants is necessary to effectively communicate and collectively address issues. The federal/provincial funding agreements involve interpretation of federal financial requirements and implementing them in the provincial accountability framework

This position requires strong technical knowledge of government and Ministry financial policies and procedures in order to assess the processes and reporting requirements of grants to meet financial accountability frameworks. Additionally the position assists auditors by providing explanations and documentation for grants administered by the department. The position requires the ability to balance and handle both complementary and conflicting priorities in an effective and professional manner and be able to adapt to changing circumstances and priorities.

Types of guidance available for problem solving:

Financial Services staff:

- Team Lead, Grants and Payables; Director, Procurement and Grants; Executive Director, Financial Services and Financial Services ADMO

Other government department officials:

- Consult with Alberta Justice, Intergovernmental Relations, FOIP and Treasury Board and Finance others on complex legal and/or inter-governmental issues and unique financial reporting requirements.

Direct or indirect impacts of decisions:

A high degree of accuracy is required in this position. Grants are publicly disclosed so programs and payments must be identified correctly. Decisions made by Executive Team and the Minister on discretionary grants rely on information provided by this position so there is no room for error. Grants are scrutinized in detail during annual audits so it's important to ensure proper authorizations and supporting documentation are provided.

Key Relationships

Major stakeholders and purpose of interactions:

Program grant managers - strategic advice and direction on grant requirements

Executive Team - various reports identifying grant transactions

Office of the Auditor General, federal auditors and internal audit - transactions details, clarification and additional documentation if required.

Required Education, Experience and Technical Competencies

Education Level

Focus/Major

2nd Major/Minor if applicable

Designation

If other, specify:

University graduation in a related field or equivalency.

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

In-depth technical knowledge of various Acts, Regulations and Legislation

- The incumbent requires technical knowledge to interpret requirements with respect to grant, contract and funding agreements between industry and other governments.

Strong analytical, organizational and communication skills.

- Strong interpersonal skills and ability to develop relationships with co-workers, department staff and other GoA departments.

- Ability to communicate in a clear, concise, and professional manner with different levels of individuals of expertise and knowledge.
- Analytical skills to resolve issues in the development of agreements, and processes for monitoring and maintaining internal controls.
- Ability to interpret complex legal concepts and translate across the Department.
- Ability to pay strict attention to detail and make decisions on the appropriate course of action
- Refined ability to manage expectations and concerns while ensuring accountability processes and legislative frameworks are understood.
- Ability to problem-solve and coach others (on the development and management of grant programs and funding agreements)
- Ability to present financial information in a structured and understandable manner for review by all levels of management.
- Ability to effectively manage and monitor large volumes of financial data.
- Ability to work under tight time lines and prioritize tasks accordingly.
- Ability to operate with a high degree of independence. Work must be conducted within certain timeframes, however client needs must be considered when establishing priorities and scheduling work.

Knowledge of various software applications, including Department's grant management system (GMS) and 1GX.

- Extensive skills utilizing Windows-based applications including advanced Microsoft excel skills, word, excel, and databases
- Moderate Excel proficiency to develop budget summaries, charts and tables, with experience with basic arithmetic formulas (ie: xlookup, pivot tables, etc...).

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		
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Focuses on continuous improvement and increasing breadth of insight: <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	Required to work with program grant managers to confirm what is required and find options for solution. Pro-actively seeks out new opportunities for improvements, takes initiative and is resourceful in coordinating the resources needed, adapts to unforeseen circumstances, and displays a positive attitude toward the work and teammates.
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works in a changing environment and takes initiative to change: <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations 	Often required to determine best approach within guidelines, and find a way to accomplish desired results.

		<ul style="list-style-type: none"> • Seeks advice and support to change appropriately • Works creatively within guidelines 	
Develop Networks	○ ● ○ ○ ○	<p>Works on maintaining close relations with all stakeholders:</p> <ul style="list-style-type: none"> • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques 	Required to influence behaviour to ensure compliance with relevant legislation, policies, procedures and accounting requirements.
Drive for Results	○ ● ○ ○ ○	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	Often required to juggle multiple priorities within short timelines and fiscal year deadlines.
Build Collaborative Environments	○ ● ○ ○ ○	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	This position is part of a small team responsible for all grants in the department. Often required to seek/provide help to ensure all issues are addressed.
Systems Thinking	○ ● ○ ○ ○	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	Considers the whole system and recognizes the linkages within developing reports for the grant and contract expenditures

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.

Employee Name

Date yyyy-mm-dd

Employee Signature

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