

<b>Job Title</b>	<b>Senior Policy and Grants Consultant</b>
<b>Reports to</b>	Manager, Policy & Grants
<b>Department / Branch</b>	Transformation Office
<b>Job Number</b>	1753
<b>Jurisdiction</b>	Out-of-Scope

### Core Job Purpose

Reporting to the Manager of Policy and Grants, this position supports cross-departmental initiatives by:

- providing expert policy advice and direction across the organization on the Corporate Policy Framework and related tools;
- leading, coordinating or supporting the response to complex policy issues directed by Council or ELT that cannot be easily assigned to a specific business area;
- supporting policy work led by other business areas as required.

In addition, staff in this position may be responsible for formulating funding strategies and related policy options that aim to maximize the City of Regina’s grant revenues. This involves working with senior management and business areas to advise and recommend actions on financial matters related to capital funding to enhance corporate decision making. This work entails project management, strategy development, research and analysis and ongoing environmental scanning.

The work requires the employee to exercise leadership, sound judgement, initiative and creativity. The employee may supervise a specific functional area of work as leader of a project team with a given focus while under the direction of a Manager. The employee may also lead more junior staff on specific projects.

### 1.0 Key Accountabilities

*This section of the job description provides a summary of the job’s core responsibilities. It may not include every task that is performed, and it does not provide an overview of “how” each duty is undertaken. Any additional duties undertaken within the scope of the job will be based on similar skills, effort, responsibility and working conditions. Employees are expected to perform all job tasks competently and with a focus on continuous improvement through the identification of opportunities. Through the City’s performance management system, employees will work with their direct supervisor to set specific goals and objectives.*

#### 1.1 Public Policy

- Develops, maintains and promotes public policy methodologies on behalf of the organization
- Responsible for leading and/or supporting assigned public policy initiatives that are corporate wide, complex and typically involve many stakeholder groups outside and inside the organization
- Assess current policy to identify and prioritize policy gaps related to the Official Community Plan, the Corporate Strategic Plan, Council priorities and emerging policy in the environment

and/or policy trends; make recommendations to City services Leadership Team to source and create policy where gaps exist

## **1.2 Funding Management**

- Leads or facilitates the formulation of financial strategies in order to evaluate and recommend suitable policy options to ensure the City's capital grants are fully leveraged and optimized through expert knowledge of funding parameters and reporting requirements.
- Leads and manages issues and recommends resolution alternatives to advance the corporation's financial objectives. This necessitates proactively identifying and mitigating risks that may impact the corporation from fully maximizing grant allocations.
- Manages federal and provincial contribution agreements, which includes monitoring the compliance of agreement clauses and schedules and providing oversight of project progress reports, claims, payment forecasts, cash flows and the measurement and reporting of benefits and outcomes upon project completion.
- Works with Financial Services to ensure corporate grant reporting is fully integrated with annual reporting.
- Leads collaboration between applicable business areas to compile technical information required for applications.
- Advises and provides recommendations to senior managers and internal clients on appropriate strategic and policy direction to guide corporate decision making relative to capital funding.
- Leads and coordinates research projects and studies that build a business case to advance the municipal funding, policy, legislative, and intergovernmental agenda for the City based on best practices, current academic research, industry trends, and intelligence gathering.

## **1.3 Facilitation and Consultation Services**

- Provide ELT appropriate information, analysis and recommendations on corporate implications to enable informed decision-making as it relates to public policy, grants and metrics
- Participate in various corporate committees and initiatives to support development of integrated strategic approaches and represent the City on external committees as required
- Develop and maintain effective partnerships, professional memberships and networks within area of expertise
- Works with internal business areas including Legal to lead and facilitate the development of inter-municipal funding submissions and agreements, as well as corresponding processes and procedures that are required to advance regional initiatives with partner municipalities.
- Informs senior management and corporate business areas to changes to municipal funding policies, rules and procedures and to advise how such changes may impact the City's financial position. This entails anticipating and identifying emerging issues, trends and potential challenges and providing policy advice, including options and recommendations for resolution or mitigation of such arising matters.

## **1.4 Metrics**

- Supports corporate business areas to determine relevant baseline data to allow the City to report progress on outcomes based on relevant project-based performance indicators identified in each grant contribution agreement.
- Works with project managers within existing internal reporting frameworks to collect project level data over the life of a grant contribution agreement to effectively measure results and to inform final project reporting requirements at project completion.

### **1.5 Project Management**

- Responsible for planning, coordinating and managing assigned projects as well as implementing corporate initiatives at the department, division or corporate level

### **1.6 Organizational Development**

- Develop, implement and provide expertise on practice frameworks, systems, strategies and processes in the area of policy development that contribute to organizational effectiveness and corporate direction
- Continuously build the policy development service of the organization, particularly in the areas of policy development, policy review and change management

### **1.7 Continuous Improvement and Process Improvement**

- Supports the design, management and implementation of service reviews and provides research, analysis and recommendations to improve the effectiveness and efficiency of service delivery
- Develops and maintains a schedule of cyclical reviews of existing policy, identifying opportunities for improvement and provides coaching and direction for departments who are undertaking policy development
- Leads and/or supports policy reviews in other business areas to ensure alignment with the Corporate Policy Framework and Strategic Planning Framework
- Communicates results of policy reviews to senior leadership and makes recommendations respecting opportunities for improvement

## **2. Knowledge**

- Knowledge of program evaluation, performance measurement, public policy
- Knowledge of project facilitation and the ability to interpret and adapt concepts and principles of project management, change management, and knowledge of problem-solving techniques in order to determine options and assess and recommend the best course of action
- Knowledge of research methodologies, including quantitative and qualitative analysis
- Knowledge of research techniques including data sourcing, analysis and interpretation
- Knowledge of specific issues, trends and challenges within the context of the Division and understanding of broader City operations
- Knowledge of policy development processes and services
- Knowledge of the Official Community Plan, Corporate Strategic Plan and master plans
- Knowledge of internal stakeholder work and needs

- Knowledge of public grants and the application process

### **3. Communications and Interpersonal Skills**

- Change management skills include recognition and resolution of resistance to change, strategies to build buy-in and ownership as well as change leadership
- Interpersonal skills are required to build internal and external relationships
- Communication skills are used to lead and/or facilitate groups of stakeholders, both within the City and with partners, citizens, other levels of government and other municipalities (inter-municipal benchmarking) to present complex and challenging content / issues, and to surface issues and data
- Communication skills are required to resolve conflict and build common ground and consensus
- Skills to effectively present ideas and concepts; influence others, lead, support, and create a team approach and lead by example
- Identifies and escalate risks and roadblocks, and identifies solutions and opportunities

### **4. Complexity of Problem Solving and Decisions**

- Problems and challenges are generally across multiple functions / departments and require consideration of longer-term scenario planning to assess cause and effect
- The requirements of this position requires the ability to interpret and adapt concepts and principles to practical situations that involve problem definition and solution development
- Analysis can involve a number of variables, including diverse interests, legislative requirements, bylaws, budget and resources. This position is required to consider resources, citizen response, external resources available, and other divisions' work when making decisions

### **5. Impact of Actions and Decisions**

- The impact of actions and decisions for this position are generally corporate-wide, including recommendations regarding roles and responsibilities of the Executive Leadership Team
- The position has a direct impact on the final recommendation and the tools used to deliver the framework (e.g. processes); also ensures alignment with the City of Regina Strategic Plan, corporate priorities, and corporate values
- Decisions impact the consistency between Council policy decisions, budget and service delivery, involving numerous areas throughout the organization
- The decisions of this job may directly impact all areas of the organization through advice and expert recommendations, although consequence of errors is mitigated by senior leadership

### **6. People Leadership and Development**

- Provides leadership and mentoring to other policy staff throughout the organization to ensure awareness of and alignment with the corporate policy framework.
- The position is expected to provide occasional on-the-job-training to others and requires the skills to build an environment of service excellence, best practices, and professionalism

- This position integrates and aligns policy development activities with other corporate processes such as long-term financial planning, annual business planning and budget processes, project management processes and Council engagement
- This position must build and maintain relationships of trust both internally and externally

#### **7. Physical, Visual, Auditory and Concentration Demands (PVAC)**

- There are no unusual physical, visual, auditory and concentration demands associated with this role

#### **8. Environmental Working Conditions**

- The majority of the work is undertaken in City facilities

