

CITY OF HAMILTON

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PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
(TOURISM & CULTURE DIVISION – CREATIVE INDUSTRIES & CULTURAL DEVELOPMENT - LOCATION – 28
JAMES ST. N.)

POLICY ANALYST- GRANTS - CUPE 5167

SUMMARY OF DUTIES

Reports to the Manager, Creative Industries & Cultural Development, the Policy Analyst - Grants is responsible for grant program delivery and administration for City Enrichment Fund's (CEF) Arts Program and Communities, Culture & Heritage Program and participates in the planning, development, measurement and evaluation activities for the CEF. The position represents the CEF's Arts Program and Communities Culture & Heritage Program to current and potential applicants, provides guidance and feedback to applicants. Provides Divisional representation on the CEF Technical Team, related sub-groups and other external Department/Corporate Teams as assigned. Researches and monitors available grants on a national, provincial and local level for Tourism and Culture related activities and informs management of relevant opportunities. The Policy Analyst – Grants has a strong collaboration role with Managers and staff from the Tourism and Culture Division, staff from other City Departments and community and sectoral stakeholders.

GENERAL DUTIES

Develop, evaluate, analyze and formulate policies and programs in order to improve the effectiveness and efficiency of operational and community needs, based on research, internal/external benchmarks, demographic statistics and social trends.

Participates in the planning, development, measurement and evaluation activities for the City Enrichment Fund. Responsible for grant program development, delivery and administration for CEF's Arts Program and Communities, Culture & Heritage Program.

Provide strategic policy advice and project leadership to other staff, managers and directors within the Department and to project team members both internal and external to the Department and the community.

Represents the Division on the Corporate Services led CEF Technical Team and sub-groups. Provides input into the development, measurement, evaluation and administration of the CEF as a whole. Complies with CEF administrative and reporting requirements.

Participates in the development of staff recommendations for grant allocation. Records and monitors related grant envelopes for Tourism and Culture Division led programs and provides reporting to Corporate Services as required.

Represents the Division or Department, on corporate or sector committees as assigned. Attends Grant Sub-Committee Meetings and provides information to members of the Sub-Committee as required.

Collaborates in the development and delivery of briefing notes, project updates, internal and external presentations, and formal reports to City Council, Council Committees, City management and internal and external stakeholders.

Responds to issues and inquiries raised by managers, directors, corporate management team, elected officials, local funders, other municipalities, ministries and non-profit agencies and the public.

Leads the identification, vetting, securing and coordination of peer and staff assessors in the grants program. Participates in the evaluation, selection, and monitoring of related contracted consultants Maintains ongoing

communications with peer and staff assessors, contracted consultants and documents processes and administration of their input and work.

Advises community groups on Tourism and Culture led grant programs. Collaborates in the planning, implementation, and evaluation of public information sessions and consultation opportunities to support Division led grant programs. Public information sessions may include: open houses; workshops; and web based support information. Public consultation opportunities may include: focus groups; web based surveys and other methodologies as deemed applicable.

Works with Divisional Managers and with community stakeholders to build sectoral capacity through the grant administration process and identification and provision of organizational and sectoral development needs in the cultural sector.

Conducts literature searches, research and analysis related to culture and granting from sources such as Statistics Canada, Ontario Arts Council, Festivals and Events Ontario, and other relevant agencies, libraries and government sources to support and inform section based Divisional, Departmental and Corporate initiatives. Investigates and integrate findings in order to make recommendation to improve the relevance and effectiveness of City grants policy and program initiatives.

Regularly researches and monitors deadlines and program criteria for available grants on a national, provincial and local level applicable to Tourism and Culture related activities. Informs management of relevant opportunities on a timely basis. Tracks status of submitted applications and reporting requirements as needed. Provides support to grant application development as required.

Assists in the design, development, implementation, and analysis of assessment and measurement tools utilizing available methods and technology. Collects, analyzes, evaluates and interprets data information/findings to identify user needs, trends, and to support and inform recommendations for improvement to existing section policies, programs and service delivery, and potential development opportunities.

Works with Divisional Managers to support the development and implementation of strategies and activities to address Divisional operational improvements and service delivery measurements.

Develop and continually expand a network of contacts and resources within the Corporation, other municipalities, provincial/national associations, and the community. Participates in the process of building and maintaining sectoral and program contact and distribution lists.

Works in accordance with the provisions of applicable health and safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Demonstrated knowledge and competence in supporting the development and implementation of culture based initiatives normally acquired through a combination of a University degree or College Diploma in Cultural Studies, Social Sciences, Public Administration, or a degree in a related discipline, and a minimum of three years experience in culture, arts and heritage preferably within a Municipal setting.
2. Experience working with the development and administration of grants programs including development of program guidelines and application forms; the coordination of assessment and approval processes; financial tracking; and client interaction.
3. Demonstrated knowledge of the local, provincial and national arts and cultural community,
4. Demonstrated knowledge of local, provincial and national arts and cultural grant programs, investment best practices and trends.

5. Understanding of sectoral issues in the arts and/or events sectors, and demonstrated experience working to build capacity and expertise.
6. Demonstrated political acumen and good judgement. Appropriately informs senior staff of issues on a timely basis.
7. Demonstrated project management skills, including the ability to develop, implement, monitor and evaluate critical paths, terms of reference, consultant workplans and reports, and other planning documents.
8. Demonstrated organizational skills and the ability to work within deadlines and competing priorities.
9. Demonstrated ability to work independently and collaboratively in a wide variety of staff and community based teams.
10. Demonstrated analytical and strategic thinking skills.
11. Excellent organization skills, attention to accuracy and compliance to processes.
12. Excellent written and verbal communication skills, facilitation skills and presentation skills. Ability to write Council reports.
13. Strong research and statistical skills.
14. Sound interpersonal skills and demonstrated good judgment. Ability to appropriately provide constructive feedback to grant clients and manage conflict.
15. Must possess a thorough knowledge and skills in Microsoft Office including Word, Excel, PowerPoint, Outlook and other web-based applications such as FluidReview an asset.
16. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.

NOTE:

This position may be required to work nights and weekends, as well as staggered work hours to meet operational needs.