

## Non-Union

<b>Job Title:</b>	Grant & Incentive Program Manager	<b># Required:</b>	1
<b>Job Opening Id:</b>	36415	<b>Division:</b>	Community & Long-Range Planning
<b>Business Unit:</b>	Growth Strategy and Economic Development	<b>Standard Hours:</b>	35.00 / week
<b>Location:</b>	Headquarters Campbell West	<b>Regular/Temporary:</b>	Temporary
<b>Full/Part Time:</b>	Full-Time	<b>Salary Range:</b>	\$ 81,910.00 - \$96,360.00
<b>Salary Grade:</b>	6	<b>Close Date:</b>	2023-08-09
<b>Post Date:</b>	2023-07-27		
<b>Approximate Duration:</b>	18 - 24 months		

## ABOUT US

As an employer of choice, Niagara Region offers competitive salaries and benefits, a defined benefit pension plan, a corporate wellness centre, access to the Employee and Family Assistance Program (EFAP), mentorship and training programs, employee recognition programs, and more. In addition, the Region recognizes the value of having flexible work arrangements including hybrid work arrangements to support better work-life balance for our employees. Where operational needs align, and while ensuring business requirements and customer service expectations are achieved, employees may have an opportunity to work within a hybrid model, combining working from home and working in the office.

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Serving a diverse urban and rural population of more than 475,000, Niagara Region is focused on building a strong and prosperous Niagara. Working collaboratively with 12 local area municipalities and numerous community partners, the Region delivers a range of high-quality programs and services to support and advance the well-being of individuals, families and communities within its boundaries. Nestled between the great lakes of Erie and Ontario, the Niagara peninsula features some of Canada's most fertile agricultural land, the majesty of Niagara Falls and communities that are rich in both history and recreational and cultural opportunities. Niagara boasts dynamic modern cities, Canada's most developed wine industry, a temperate climate, extraordinary theatre, and some of Ontario's most breathtaking countryside. An international destination with easy access to its binational U.S. neighbour New York State, Niagara attracts over 14 million visitors annually, as well as a steady stream of new residents and businesses.

At Niagara Region, we value diversity - in background and experience. We are proud to be an equal opportunity employer. We aspire to hire and grow a workforce reflective of the diverse community we serve. By doing so, we can deliver better programs and services across Niagara.

We welcome all applicants! For more information about diversity, equity, and inclusion at Niagara Region, Diversity, Equity and Inclusion - Niagara Region, Ontario or email related questions to [diversity@niagararegion.ca](mailto:diversity@niagararegion.ca). To send input on reducing barriers in the current hiring process, please email [myhr@niagararegion.ca](mailto:myhr@niagararegion.ca)

For the Region's full employee equity statement, Working at Niagara Region - Niagara Region, Ontario.

## JOB DESCRIPTION

### Job Summary

Reporting to the Manager Long Range Planning and Customer Service, the Grant and Incentive Program Manager is responsible for managing the delivery and ongoing business functions related to the Region's complex, and politically sensitive Regional grant and incentive programs.

### Education

- University Degree in Public Administration, Business Administration, or a related subject
- Master's level degree is preferred.

### Knowledge

- A minimum of seven (7) years of progressively responsible, relevant municipal experience.
- Experience in the delivery of grant and incentive programs
- Experience in dealing with highly sensitive or confidential information
- Sound knowledge of the Municipal Act, Planning Act and Regulations, Development Charges Act, Provincial policies, plans and guidelines, Regional Official Plan, Community Improvement Plans, budgeting practices
- Knowledge of project management norms and practices.
- Ability to lead the procurement of consultants, management of consultant's work and staff, and financial accountability for project budget for consultant assignment.
- Computer applications experience with MS Office (Word, Excel, Access, and Power Point), MS Outlook, MS Project or other Project
- Membership or eligibility in the Canadian Institute of Planners, and/or other relevant designations (municipal ones or financial) is preferred.

### Responsibilities

*Leads the review of departmental grant and incentive programs (20% of time)*

- Analyzes the effectiveness including return on investment of grant and incentive programs through the development of performance measures
- Researches and analyzes emerging directions in economic incentives and makes recommendations on new programs and how to adopt new approaches
- Reviews programs and provides recommendations on the implementation of risk management measures
- Makes recommendations for continuous improvements for grant and incentive programs
- Ensures program changes are aligned with legislative requirements (e.g., Municipal Act)
- Develops, manages, and administers work programs and implementation plans for reviews
- Manages specialized external consulting teams
- Prepares and presents reports to senior management, committees of Regional Council, stakeholders, and the public on program changes
- Develops and implements consultation and engagement plans for reviews of grant and incentive programs
- Coordinates the activities and performance of project staff, providing work direction, assigning tasks, determining methods and procedures to be used, resolving problems, and ensuring project deliverables are achieved and timelines are met.

*Leads the delivery of highly specialized departmental grant and incentive programs including (50% of time):*

- Reviews grant and incentive program applications for alignment with program requirements
- Makes recommendations for approval of grant and incentive applications
- Leads and oversees the integration of economic development, finance, and development planning teams in the application review process
- Manages all adjudication processes for approval of grant and incentive applications
- Defines problems and identifies viable solutions in the review of grant and incentive program applications
- Mitigates financial, legal and political risks in program implementation through effective program management and on-going program review
- Assists legal counsel in the preparation and execution of legal agreements
- Provides technical expertise, advice and guidance to senior leadership, and committees of Regional Council on complex grant and incentive program applications requiring Council approval
- Makes recommendations on the alignment of local grant and incentive programs with Regional programs
- Leads the development and implementation of a communication and marketing strategy for grant and incentive programs

#### *Manages stakeholder relationships for grant and incentive programs (20% of time)*

- Builds and maintains a network of relationships with Regional and Local councillors, the development community, local municipal staff, staff in other Regional divisions/departments (Finance, Legal services, Niagara Regional Housing, Development Planning, Economic Development)
- Leads, facilitates, and plans meetings with stakeholder groups on grant and incentive programs
- Participates in and represent the department at pre-consultation meetings
- Identifies, manages and addresses inquiries, issues and conflict raised by stakeholders including responses to stakeholders.
- Represents the Department on grant program matters before committees of Regional Council, local area municipalities, the Province of Ontario, external and internal working groups, and stakeholder groups
- Effectively manages and engages stakeholders in complex issues

#### *Manages and administers annual and multi-year Capital and Operating budgets for which they are delegated authority ensuring support of Council's objectives, financial transparency and accountability, monitoring budget adherence, identifying and explaining variances, and financial reporting is effectively managed in compliance with corporate financial policies. Administer and approve the acquisition of goods and services for their direct reports in accordance with the procurement (10% of time)*

- Works closely with staff in Finance to analyze quarterly forecasts from local municipalities for grant and incentive programs
- Provides regular and ad-hoc updates and reports on grant and incentive programs
- Provides work direction to the Administrative Assistant and Students in the processing of grant and incentive program applications and invoices

#### **Special Requirements**

- Must maintain ability to travel in a timely manner to other offices, work locations or sites as authorized by the Corporation for business reasons.
- Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values.

## **HOW TO APPLY**

To view the full job description and requirements, visit our Careers page - **Job Opening # 36415**

Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges...today!

Let us know why you would be an excellent team member by submitting your online **application no later than August 9, 2023, before midnight** by visiting our 'Careers' page at [www.niagararegion.ca](http://www.niagararegion.ca). We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.

If you require an accommodation for the application process in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, the alternate formats for contacting us are as follows:

- Phone: 905-980-6000 or 1-800-263-7215
- Bell Relay: 1-800-855-0511
- In-person: Sir Isaac Brock Way, Thorold, ON, L2V 4T7 – Human Resources Department

## **OTHER INFORMATION**

Please note that effective February 12, 2023, mandatory COVID-19 vaccinations are no longer required as per the Niagara Region's amended COVID-19 Vaccination Policy. As a result, you will not be required to submit verification of your vaccination status before starting employment with the Niagara Region. However, the Niagara Region continues to reserve the right to reintroduce vaccination requirements in the future if necessary to respond to changing public health advice and/or government direction. The Niagara Region continues to strongly encourage everyone to remain up to date with vaccinations.