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Job Description Grants Officer

About HCTF

HCTF administers a broad range of conservation funds and granting programs that benefit fish and wildlife and their habitats in BC. HCTF funding enables organizations to address priority conservation issues and management needs to maintain and enhance the health and biodiversity of British Columbia's fish, wildlife and their habitats so that people can use, enjoy, and benefit from these resources.

Position Overview

There is currently 1 full time permanent position based in the Victoria office.

The Grants Officer is part of the Biology and Evaluation Team and reports to the Manager of Biology & Evaluation Services. The Biology and Evaluation Team is responsible for coordinating and implementing the full suite of conservation grants managed by HCTF to improve the conservation outcomes of BC's fish and wildlife and their habitats. This includes all stages of the granting lifecycle from initial proposal review to compliance assessments of approved projects to evaluate whether investments are achieving proposed outcomes.

The Grants Officer provides a range of administrative, database coordination, and evaluation services.

Key Activities:

- Administers the grant application process for HCTF's largest granting program, the Enhancement and Restoration fund (including Stewardship grants);
- Provides technical and decision support to the grant and project evaluation processes;
- Manages and maintains the proposal tracking database;
- Coordinates the PCAF granting program;
- Contributes to other technical assignments related to program delivery; and,
- Assists with other HCTF programs and processes, as needed.

Accountabilities

Administers the application intake process

- Plays a key support role for intake of proposals for HCTF's Enhancement and Restoration Grants, leads intake and review process for the Public Conservation Assistance Fund, and supports other grant programs, as needed;
- Coordinates application processes, including responding to enquiries from proponents, overseeing the on-line application process and import of applications into the database, and sorting, filing, and tracking proposals and projects;
- Reviews applications for completeness and compliance with Foundation policies;
- Answers inquiries respecting Foundation objectives, grant policies, and application procedures from organizations, partnerships, and individuals considering applying for the Foundation's funding programs; and,
- Provides leadership in the analysis, review, and development of improved business processes.

Supports the proposal review process

- Prepares information packages including proposals, reports, and background information for technical review committees;
- Participates and assists with technical review committee meetings and ensures that all technical review comments, scores, and rankings are accurately recorded in the database;
- Prepares information packages for review and decision by the Board; and,



- As assigned, provides feedback and advice to proponents respecting proposals that were not approved.

Conducts monitoring and assessment assignments

- Contributes to the development and improvement of reporting forms, application processes, guidance documents, and evaluation systems;
- As assigned, conducts an initial review of annual grant reports and contract extension requests; and
- Participates in the evaluation of funded projects, which may involve field days for site visits.

Develops relationships

- Builds and maintains effective working relationships with proponents, funding recipients, stakeholders, other non-profit organizations, and government representatives essential to supporting biology and evaluation services; and
- Builds and maintains a professional network of working biologists who contribute to the Foundation as technical reviewers, project leaders, and contractors conducting special projects.

Supports continuous improvement of administrative processes

- Develops and identifies improvements to all aspects of the relevant business lines, including application forms, intake procedures, and information systems, reporting deliverables and performance measures, and implements approved changes;
- Takes the lead in updating instructions, guidelines, and forms for proposals and project delivery; and,
- Works with database contractors to improve and maintain the proposal tracking database, and to build and implement new products that streamline program administration.

Conducts technical assignments related to habitat conservation

- Collates and analyzes information from the proposal tracking database to answer specific questions related to intake trends, performance and other metrics;
- Evaluates information and writes reports on technical aspects of specific habitat conservation topics that relate to the Foundation's mandate; and,
- Maintains current knowledge of conservation issues for fish, wildlife, and their habitats, and with the efforts of the Foundation.

Contributes to the Foundation team

- Supports a culture that reflects Foundation values of exceptional performance, continuous improvement, and ongoing learning and development;
- Contributes to open and effective communication links between staff and the management team; and,
- Supports a healthy and safe working environment.

Dimensions:

Enhancement & Restoration Grants: ~300 proposals per year
Public Conservation Assistance Fund: ~30 proposals per year

Travel:

This position involves travel of 2-3 days at a time, 2-3 times per year, for Board meetings, site visits, and other events.

Occasional weekend and evening work:

At key times of the year (during proposal intake in November and December, and technical review meetings in January) evening and weekend work may be required.



Compensation:

Wage Range: \$54,985 to \$62,371 per annum

This is a union position with a classification of Scientific/Technical Officer (BCGEU Grid 18, Step 1), starting increment of 15 days annual leave, and eligible for a full benefits package after successful completion of a probation period.



Qualifications Grants Officer

Job Requirements

Education and Experience

- A diploma or Bachelor's degree in a field related to the responsibilities of this position such as Environmental Science, Biology, Fish and Wildlife Technician, Renewable Resources or Sustainable Resource Management or, for persons without the foregoing, an equivalent combination of education, training, and experience;
- Developing, revising, and working with multi-element administrative processes;
- Maintaining and managing databases;
- Retrieving and analyzing data, and preparing reports;
- Excellent communication skills: comfortable interacting with different individuals, organizations and governments in a positive and productive manner; and
- Identifying ways to improve existing administrative processes to ensure clarity and efficiency.

Knowledge, Skills and Abilities:

- Work efficiently and build effective relationships with others;
- Excellent time management with the ability to prioritize tasks and track program timelines;
- Attention to detail in a dynamic work environment;
- Identify opportunities for continuous improvement in program and organizational processes; and,
- Work simultaneously on multiple projects, both independently and collaboratively.

Preference may be given to applicants with one or more of the following:

- Knowledge of and experience with preparing/reviewing grant applications
- An understanding of environmental and conservation issues in BC
- Experience with cloud-based databases and project tracking systems
- Experience in biological work related to fish and wildlife or ecological restoration
- Experience in a non-profit organization.

Behavioral Competencies

See https://www2.gov.bc.ca/assets/gov/careers/for-job-seekers/about-competencies/competencies_bc_public_service_list.pdf

- **Change Management** is the ability to support a change initiative that has been mandated within the organization. It involves helping the organization's members understand what the change means to them, and providing the ongoing guidance and support that will maintain enthusiasm and commitment to the change process. People with this competency willingly embrace and champion change. They take advantage of every opportunity to explain their vision of the future to others and gain their buy-in.
- **Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.
- **Problem Solving/Judgement** is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions
- **Initiative** involves identifying a problem, obstacle or opportunity and taking appropriate action to address current or future problems or opportunities. As such, initiative can be seen in the context



of proactively doing things and not simply thinking about future actions. Formal strategic planning is not included in this competency.

- **Service Orientation** implies a desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations, and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.
- **Teamwork and Co-operation** is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.