

Update

Ministry

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

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:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

As one of the main contacts for purchasing, this position works with Ministry representatives providing advice related to purchasing, ensuring that the appropriate procurement methods are chosen (i.e. use of Standing Offers, limited or open competition) and approvals are obtained.

Ensures that the procurement process is performed in compliance with internal departmental policies, the Direct Purchase Administrative Practices, Treasury Board Directive on Procurement and Sole-Sourcing, Procurement Accountability Framework and International and Domestic Trade Agreements, processing requests in a timely, accurate and efficient manner.

Performs the 1GX Purchasing Agent role for the Ministry, which includes creating Sourcing Requests, and routing these Requisitions/Requests to the appropriate areas for processing, approving non-catalog Purchase Requisitions and assisting ministry users with resolving issues in SCM.

In addition to providing consultation and advice relating to all aspects of the procurement process, this position is relied n to administer procurement records for the Ministry. The Procurement Officer primarily administers processes associated for goods up to \$50,000 and services greater than \$50,000 and drafting solicitation documents, uploading RFxs to the Alberta Purchasing Connection (APC) website, managing vendor questions, evaluating responses, recommending award, drafting contract/amendment documents, posting award notices on APC, and creating and amending contract workspaces in 1GX upon execution of contracts/amendments.

Responsibilities

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

1. Acquire goods and services in compliance with applicable legislations, regulations, procedures and trade agreements so that Ministry programs are effectively delivered in a timely and efficient manner.

- Procure materials, supplies and equipment through liaison with program areas, vendors, suppliers, contractors.
- Prioritize requests, category of purchase and possible suppliers, liaises with program areas to obtain additional information on requirements as necessary.
- Provides Ministry representatives with guidance and assistance in defining requirements and specifying clear, concise specifications in solicitation documents.
- Collaborates with colleagues and management to develop, draft and update procurement policies and procedures to ensure fair and equitable approaches to all aspects of procurement;
- Responsible for finalizing solicitation documents, contracts, and contract amendments and to obtain the appropriate approvals prior to tendering and awarding to ensure the Financial policies are adhered to.
- Follows established procedures for uploading documents to the APC website.
- Creates and amends the Contract Workspace in 1GX as per the executed contract/amendment ensuring appropriate and correct information is entered to allow for accurate reporting and obtain missing information from the program area as required.
- Determines ongoing contract requirements in accordance with the ministry policies and procedures. This responsibility involves providing advice and assistance to business areas throughout the procurement cycle.
- Identifies shortfalls and concerns pertaining to Ministry procurement policies, systems, processes, procedures, documents and templates; recommend and develop solutions to support continual enhancement of the procurement process.
- Responds to enquires from and provides information to vendors in relation to Ministry procurement processes, electronic tendering system, and specific procurement opportunities encouraging vendors to participate in opportunities as they deem appropriate.
- Apprises management representatives of sensitive or emerging issues relating to procurement of goods and services; anticipates potential problems or concerns and develops related recommendations and solutions.
- Maintains accurate records and supporting documentation to support the department when responding to enquires from the of Office of the Auditor General.
- Provides training and communicates information in response to enquiries and assists program areas with steps required to work within 1GX

2. Performs the 1GX Purchasing Agent role for the Ministry

- Reviews and approving non-catalog Purchase Requisitions to ensure appropriate documentation details are attached.
- Initiates Sourcing Requests for over threshold procurements and routes for approval by the Appropriate DoA approvers.
- Can also perform the role of 1GX Purchasing User, including creating Purchase Requisitions, complete receipt transactions, return transactions, and manages invoice exceptions, if required.
- Assists ministry users with resolving issues in SCM, related to receipt transactions, return transactions, and manages invoice exceptions.

3. Provide support to the Procurement Services unit to achieve the mandate of the unit and the branch

- Prepares briefing materials, analysis, and responses to information requests;
- Collaborates with colleagues to ensure consistency and integration of functions and activities;
- Participates in meetings for designated projects and initiatives, including coordinating activities within the unit;
- Gathers information and runs queries for on-going reporting requirements.
- Responsible for the use of a Government Procurement Card.

Problem Solving

Typical problems solved:

The position could be the first point of contact for goods and services procurements and as such a sound knowledge of standard procurement processes, trade agreements, departmental and GoA procurement policies and competitive bid law is necessary. The position will regularly receive questions with respect to source of supply (whether standing offers are in place, 1GX business partner questions, sourcing approaches (direct source, sole source, limited competition, open competition), and use of 1GX.

Types of guidance available for problem solving:

The Procurement Accountability Framework, Treasury Board Directive on Procurement and Sole-Sourcing, Direct Purchase Regulation, Direct Purchase Administrative Practices, Trade Agreements, provide the rules and guidelines around how the procurement function is performed in the GoA. The individual in this role must have a thorough understanding of all of these policies/procedures, along with solid communication skills and business acumen.

Direct or indirect impacts of decisions:

A significant degree of risk exists with respect to the decisions/guidance provided by this resource. Incorrect advice with respect to trade agreements could lead to disputes from other jurisdictions or the vendor community. Disputes with the vendor community could result in damage to the GoA's reputation, and/or litigation.

Key Relationships

Major stakeholders and purpose of interactions:

- All levels of Ministry representatives to administer the procurement process for goods and services required for business operations and provided related consultation, advice and services;
- Department Legal Services area for advice pertaining to changes to the standard contract form and legal opinions for clauses add to RFxs or contracts;
- Risk Management and Insurance for advice pertaining to insurance and Liability wording in contracts or insurance requirements.
- Providers of goods and services (i.e. vendors) and stakeholders to research product information; exchange information; resolving issues; and providing information related to Government and Ministry procurement

policies and processes; and
 -Representatives of other departments (i.e. Service Alberta and Red Tape Reduction, Treasury Board and Finance, Public Service Commission, Communications and Public Engagement (CPE)) to exchange information; resolve issues; respond to requests and enquires; consult on variety of policies and processes; and ensure that the Ministry's interests are protected (i.e. CPE is consulted for direction and/or opinion of approval of new logos, business cards, or other identity items).

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)			

If other, specify:

Related Job Experience equivalent for years of education

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

The Procurement officer requires knowledge of relevant Government and/or Ministry procurement legislations, regulations, policies and procedures, and trade agreements (ie. Procurement Accountability Framework, Treasury Board Directive on Procurement and Sole-Sourcing, Direct Purchase Regulation, Direct Purchase Administrative Practices, Trade Agreements)

The Procurement Officer requires strong and demonstrated:

- written and verbal communication skills;
- analytical, research and problem solving skills to develop and recommend solutions for complex issues, respond to client request for information and investigate and analyze product options;
- organizational and time management skills;
- attention to detail;
- commitment to client service;
- Proficiency in computer applications to carry responsibilities (ie. Microsoft office suite, enterprise resource planning, acrobat adobe pro)

The Procurement officer must be able to:

- Plan for and respond to changes in direction, conditions and processes;
- Coordinate multiple and complex activities and projects with concurrent deadlines;
- Pro-actively anticipate and plan for client requirements;
- Develop and maintain effective collaborative working relationships with all levels of Ministry representatives, the vendor community and other stakeholders
- Maintain strategic focus while delivering results at the operational level;
- Function independently, as well as contribute effectively within a team environment;
- Demonstrate initiative professional judgment and creativity.

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		
Drive for Results	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works to exceed goals and partner with others to achieve objectives: <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 	Operates in a team environment and provides procurement knowledge and expertise while working towards achieving common goals

Systems Thinking	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Considers inter-relationships and emerging trends to attain goals: <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 	Understands the critical role the procurement function provides in allowing program areas to deliver the products and services to Albertans.
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Engages the community and resources at hand to address issues: <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	Works with program area and vendors to resolve disputes regarding purchase orders, and invoicing. Consults with subject matter experts, or escalates as necessary.
Agility	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Identifies and manages required change and the associated risks: <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	Adapts well to new systems (1GX) and evolving procurement process and strategies. Seeks alternative methods to accomplish tasks while meeting organizational objectives.

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

Procurement Officer within the GoA

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