

Ministry

Environment and Protected Areas

## Describe: Basic Job Details

### Position

Position ID

Position Name

Team Lead, Contracts and Grant

Requested Class

Program Services 4 Market Adjustment

Job Focus

Corporate Services

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

### Employee

Employee Name (or Vacant)

Vacant

### Organizational Structure

Division, Branch/Unit

EPA, Finance Branch

Supervisor's Position ID

Supervisor's Position Name

Director, Financial Operations

Supervisor's Current Class

Senior Manager (Zone 2)

## Design: Identify Job Duties and Value

### Job Purpose and Organizational Context

Why the job exists:

The contract and grants spending makes up a significant portion of the Ministry's budget so it must be managed carefully to minimize any potential risks to the Government of Alberta and maximize the value of money spent. This position is a key resource in ensuring that the Ministry is utilizing best practices in contracts and grants management. Reporting to the director, the position provides the leadership and guidance for a team of professionals with a mandate to provide centralized contracts and grants management advice and support to the Ministry staff and stakeholders.

Oversee the entire procurement/grant management process including preparing the solicitation document, RFP posting, bids/grant application evaluation and contract/grant agreement drafting and execution.

- Lead development and maintenance on information management systems/databases related to contract/grant management to ensure they are able to meet business needs of the branch and department.
- Prepare timely, accurate and relevant contract and grant reporting to Ministry's Executive Team and senior management within legislation, regulation, policy, procedure and accounting standards to facilitate Executive decision making, effective program management and relevant forecasting.
- Lead the reviews and development of internal business process to improve business operations efficiency.
- Lead the development and continuous improvements of contract and procurement templates and documents.
- Advise departmental staff regularly on procurement, business risk, legal, regulatory and project delivery issues.
- Provide the procurement and grant management related training to ministry staff.

## Responsibilities

### **1. Manage, lead and mentor the Contract Procurement Unit**

- Providing leadership and direction to the staff.
- Establishing priorities and setting deadlines for specific deliverables.
- Managing the resources of the unit effectively.
- Coaching and mentor the staff.
- Empower team members to provide effective and efficient service delivery.

### **2. Provide Contract and Grant management advice and guidance to Ministry staff.**

- Lead resource to the Ministry in providing professional advice and support in respect to grant and contracting processes.
- Provide interpretation on policies and procedures including various acts, regulations and trade agreements. Engage and work with Legal Services and other ministries as required.
- Review agreements to ensure compliance and adherence to the policies and procedures.
- Liaise with Legal Services, program managers, FOIP; Risk Management and Insurance, Office of the Auditor General and other stakeholders in respect to grant and contract management related matters.
- Ensure Ministry contract and grant policies and procedures are relevant in accordance to various acts, legislation and regulations.

Conduct reviews of non-standard agreements, in coordination with Legal Services, to ensure that proposed changes align with business and operational goals and are consistent with current policy.

- Provide analysis of any new and emerging trends in grant and contract management.
- Develop training materials and guidelines to provide direction and guidance to staff involved in grant, contracting and procurement processes in the Ministry to build knowledge.

### **3. Lead Contract/Grant Monitoring and Reporting**

- Maintain internal controls and develop processes to enhance operating efficiency and effectiveness.
- Review and develop tools to improve the grant monitoring process in the Department.
- Recommend and manage contract and grant management systems including any enhancements or development.
- Provide timely information to contract and grant managers to ensure the Ministry's goals and objectives are achieved and the reporting requirements are complied with the terms of the agreement.
- Prepare timely, accurate and relevant contract and grant information to Ministry's Executive Team and senior management within legislation, regulation, policy, procedure, and accounting standards to facilitate executive decision making, effective program management and relevant forecasting.
- Address and implement recommendations on matters on grant and contract management by the Office of the Auditor General, Office of the Chief Internal Auditor and Ministry's Executive Team.
- Prepare the reporting as required by the Government of Alberta.
- Provide timely and reliable responses for assigned Action Requests.
- Oversee the quarter and year-end activities and reporting related contract and grant expenditures.

### **4. Lead the development and continuous improvements of templates and documents to accurately reflect policy and process.**

- Lead the development and revision of templates and documents so that they are accurate, current and accessible.
- Recommend for approval, all template or document revisions.
- Lead regular review and the evaluation of templates and supporting documents to ensure accuracy and consistency across all documents and templates.
- Prepare and provide support to the department on the development of agreements.

### **5. Leads procurement / contract information management to support and inform the evolution of the consultant procurement process.**

- Lead development and maintenance on information management systems/databases related to contract/grant management to ensure they are able to meet business needs of the branch and department.
- Lead the maintenance of corporate information on consultant performance.

- Review data analyses and develop recommendations to inform enhancements to the procurement framework.
- Provide support and secretariat functions to the Ministry Contract Review and Grant Selection committee.
- Prepare and report procurement information to Treasury Board and Finance as required.
- Lead and support the Ministry in the purchasing process and requirements adherence to the Government of Alberta standards and best practices.
- Support the Ministry through preparation of requisitions for purchases.
- Support the Ministry through preparation of requisitions for IT related services.
- Monitor requisitions and purchase orders to ensure the information is accurate and updated.
- Analyse and perform year-end activities.
- Provide advice, support and training to program staff on purchasing matters.

#### **6. Supports the Director and Executive Director in leading the branch to reach strategic and operational business goals.**

- Prepares briefing material to respond to ARTs, Public Account and Committee of Supply regarding the contracts, procurement and grant management issues.
- Participates in the continuing department-wide continuous improvement initiatives.
- Provides integrated reporting and statistics on contract procurement to inform branch planning and reporting.
- Presents emerging service and construction contract issues to the Contracts Review Committee.
- A wide variety of grant and contract issues and agreements on a range of topics that require considerable maturity and experience in handling complexity, pressure and dealing with staff within and outside the Ministry in tight time frames.
- Job assignments have significant impact at the Ministry level and will result in concerns at the Minister/Deputy/Executive levels if errors are made.

### **Problem Solving**

Typical problems solved:

The Team Lead will be responsible for providing advice, guidance and subject matter expertise to a team of Contract, Grant and Procurement Specialists. In addition, the Team Lead will be available to the Program Area's for consultation on matters related to Contracts, Grants and Procurement.

Types of guidance available for problem solving:

The team lead will consult with the Director on matters related to staff. The Director, Contracts and Grants is available for consultation or guidance in resolving contracts, grants and procurement issues.

Direct or indirect impacts of decisions:

Staffing decisions will be made in consultation with the Director, Contracts and Grants. Contract, Grant and Procurement related issues must follow all GoA, AEP policy and processes established. In addition, all Contracting and Procurement Legislation must be adhered.

### **Key Relationships**

Major stakeholders and purpose of interactions:

- Stakeholders
  - Internal - program staff, management, executive member.
  - External - Environmental Law, Department of Finance, Office of the Auditor General, other ministries.
- Service is provided to all department program areas throughout Alberta. Department senior management, program managers and staff to provide consultation on contract and grant management policy and procedures, as well as to assist in contracting activities.
- Contract specialists to provide consultation on contract and grant management policy and procedures, as well as to assist in other contracting and grant activities.

- Department Accounting Officers (emerging contracting issues that are of high risk and have a significant impact).
- Senior management, financial operations and Department Senior Financial Officer.
- Office of the Auditor General.
- Other government departments and agencies to address contract issues.

A wide variety of grant and contract issues and agreements on a range of topics that require considerable maturity and experience in handling complexity, pressure and dealing with staff within and outside the Ministry in tight time frames. Job assignments have significant impact at the Ministry level and will result in concerns at the Minister/Deputy/Executive levels if errors are made.

**Required Education, Experience and Technical Competencies**

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

If other, specify:

CPPB or SCMP designation, Project Management, CPA/CA/CMA/CGA

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

A minimum of five years years of procurement, contract and grant management, reporting and analysis, and project management experience.

- Project management and consulting experience desirable.
- Supervisory experience would be desirable.

**Behavioral Competencies**

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Integrates broader context into planning:</b> <ul style="list-style-type: none"> <li>• Plans for how current situation is affected by broader trends</li> <li>• Integrates issues, political environment and risks when considering possible actions</li> <li>• Supports organization vision and goals through strategy</li> <li>• Addresses behaviours that challenge progress</li> </ul>	Sound understanding of best practices in the GoA.  Knowledge of internal policies, processes and programs for the Ministry.  Ability to prepare clear, concise reports and briefing notes that are meaningful and relevant.  Ability to work through known problems and identify potential solutions.
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<b>Creates the environment for innovative problem solving:</b> <ul style="list-style-type: none"> <li>• Generates new ways of</li> </ul>	Strong interpersonal skills, including verbal and written communications skills.

		<p>thinking; ensures right questions are being asked about a problem</p> <ul style="list-style-type: none"> <li>• Eliminates barriers to creativity and innovation</li> <li>• Encourages a culture of innovation</li> </ul>	<p>Effective time management and organizational skills.</p> <p>Ability to implement change and work in a changing environment.</p> <p>Ability to exercise and demonstrate sound judgement and prioritize work.</p> <p>Ability to work through known problems and identify potential solutions.</p>
Drive for Results	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Actively sets goals and remains open to advice on reaching them:</p> <ul style="list-style-type: none"> <li>• Sets goals and prioritizes work</li> <li>• Identifies and corrects areas for improvement</li> <li>• Suggests actions; asks for advice when lacking information or multiples priorities</li> <li>• Operates within APS value system</li> </ul>	<p>Working knowledge of various acts, regulations and government-wide and departmental policies and procedures with financial requirements/implications including; the <i>Government Accountability Act</i>, <i>Financial Administration Act</i>, government accounting policies and Auditor General requirements.</p>
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	<p>Creates an open environment of communication:</p> <ul style="list-style-type: none"> <li>• Promotes sharing of expertise</li> <li>• Initiates strategic communication systems</li> <li>• Anticipates and addresses potential conflict areas</li> <li>• Inspires with a bold, complete and shared vision</li> <li>• Leads cross-functional collaboration</li> </ul>	<p>Superior understanding of grant and contract management is essential to provide viable options and solutions to stakeholders.</p> <p>Ability to work in and foster a team environment and work with individuals at various levels in the organization.</p>
Develop Networks	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> <li>• Looks broadly to engage stakeholders</li> </ul>	<p>Ability to work in and foster a team environment and work with individuals at various levels in the organization.</p>

		<ul style="list-style-type: none"> <li>• Open to perspectives towards long-term goals</li> <li>• Actively seeks input into change initiatives</li> <li>• Maintains stakeholder relationships</li> </ul>	<p>Strong analytical and problem solving skills.</p> <p>Negotiation and conflict resolution skills.</p>
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