

**NON-MANAGEMENT JOB DESCRIPTION
POINT RATING EVALUATION PLAN**

Working Title Senior Procurement Officer	Name
---	------

Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Financial Services Division Business Services, Procurement Services	Ministry Justice
-----------------	---	--	---------------------

Present Classification PS4	Requested Classification
-------------------------------	--------------------------

Dept ID	Program Code	Project Code (if applicable) N/A
---------	--------------	-------------------------------------

PURPOSE: Give a brief summary of the job, covering the main responsibilities; the framework within which the job has to operate and the main contribution to the organization.

The Senior Procurement Officer position is essential to the Ministry's procurement and contracting function and is significant in providing guidance and expertise required to deliver a diverse portfolio of goods and services. Reporting to the Procurement Manager, the Senior Procurement Officer is recognized as a knowledgeable advisor with expertise in managing risk related to procurement and facilitating the procurement process. By gaining an understanding of the needs of the program area, this position defines roles and responsibilities of the project team, establishes timelines, develops the solicitation documents; obtains approvals; and evaluates and manages contract award. This role drives consistency and accountability across all divisions, supports ethical behaviour, ensures integrity of the process, and promotes the objective to obtain best value for money.

Operating within the Government of Alberta Procurement Accountability Framework; the Senior Procurement Officer ensures compliance with applicable trade agreements, legislation, regulations, policies, guidelines and procedures. This position is responsible for applying the Delegation of Authority to the approval process and ensuring the project scope, time, cost and quality are accurately reflected for decision-making and record purposes. The Senior Procurement Officer provides equitable opportunities to the vendor community in a fair, open, and transparent manner using the Alberta Purchasing Connection (APC) website and is knowledgeable managing various RFx processes including:

- Request for Comments (RFC);
- Request for Information (RFI);
- Request for Proposals (RFP),
- Request for Quotes (RFQ); and
- Pre-Qualification of Resources (PQR).

This position provides leadership, guidance, and support in decision-making; it contributes effectively within a team environment and has minimal oversight. Management is consulted on matters that may have significant impact on the project. The Senior Procurement Officer builds and maintains effective relationships with stakeholders; facilitates best practices; applies the latest standards; and takes a forward-looking, innovative, approach to optimize the development and enhancement of operational procedures and policies. As the single point of contact during the solicitation process, this position monitors questions from the vendor community, consults with project team members, considers legal implications, and responds appropriately. The Senior Procurement Officer also assumes a role within the supply chain function in 1GX that requires contract workspaces to be created and amended upon execution of contracts/amendments, to facilitate the administration of contracts. Accurate documentation is fundamental to enable contracts to be managed appropriately throughout administration to completion.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described.

1. Goods and services required for the delivery of Ministry programs are effectively and efficiently procured in compliance with trade agreements, applicable legislation, regulations, policies and procedures.

Responsibilities:

- Ensure each procurement project managed by the position follows the trade agreements, legislation, regulations, policies and procedures.
- Ensure fair, transparent and equitable approaches to all aspects of procurement are achieved.
- Ministry procurement policies, systems, processes, procedures, and documents support the procurement program and the various business needs and program in the Ministry.
- Ensure appropriate methods and documents are utilized throughout the procurement cycle.
- Streamline the procurement process to achieve a more effective and efficient process.
- Post RFQ/RFP/PQRs (pre-qualification requests) on the APC website as well as Requests for Information (RFIs) and Requests for Comments (RFCs).
- Ensure government receives the best value for money spent on contracts and are appropriately awarded.
- Ensure procurement projects achieve the desired outcome.
- Manage the procurement process from initiation to completion for related procurement projects, including creation and amendment of the contract workspace in 1GX.
- Ensure any potential legal risks are mitigated.
- Ensure all amendment/modifications to contracts are issued in accordance with existing government and ministry policies.
- Inform the Manager and Director on any sensitive or emerging issue related to procurement of goods and services.

Activities:

- Collaborate with the Procurement Managers and Director to assist in developing, drafting and updating policies and procedures for the procurement of goods and services. Identify shortfalls and concerns pertaining to procurement policies, systems, processes, procedures, documents;
- Recommends and develops solutions to support continual enhancement of the procurement program and the various business and program needs in the Ministry.
- Provide information and guidance to program area representatives as to accountability in relation to procurement processes.
- Provide program area representatives including Executive Directors, Directors, Managers and line areas with guidance and assistance in defining requirements prior to tendering or purchasing goods/services that will ensure the correct goods/services are specified and procured.
- Analyze procurement request, specifications and performance goods requests received from business areas to determine the appropriate method of procurement.
- Develop and implement the tender process for RFPs and RFQs. This involves developing evaluation plans which requires in-depth knowledge on the performance expectation/specifications of the good being acquired.
- Participate in RFQ and RFP evaluation committees, including evaluating mandatory, non-mandatory requirements and specified performance requirements.
- Analyze responses from vendors and evaluate the responses in accordance with the evaluation plan.
- Recommend award of the contract to the lowest valid vendor and performing Corporate Registry searches on vendors.
- Prepare contracts once the successful vendor is determined.
- Obtain the appropriate approval prior to tendering and awarding to ensure the financial policies are followed.
- Ensure all documentation is filed appropriately both electronically and in hard copy format to ensure the yearly audits performed by the Auditor General are accessible and appropriately documented in accordance with the policies and procedures.
- Develop Ministry standards and standing offer documents as required for the Ministry to assist with ensuring the accurate procurement of commodity-based purchases. The position works with various representatives within the Ministry and other ministries to ensure the specification for specific commodities can be utilized not only within the Ministry but within the government and other boards and agencies.
- Develop project schedules upon consultation with the business areas.
- Oversee the procurement process from initiation to completion; create and amend contract workspaces as per executed contract/amendment, ensuring all information is entered accurately to allow for precise reporting, and obtain missing information from the program area as required.
- Ensure that potential legal risks are mitigated through consultation with the Procurement Manager and Legal Services Division.
- Respond to enquiries from vendors and provide information to vendors in relation to procurement processes, electronic tendering system, and specific procurement opportunities (RFPs and RFQs).
- Encourage and enable vendors to participate in opportunities as they deem appropriate.
- Collaborate with the Vehicle Fleet and Equipment Coordinator as required to ensure the RFPs and RFQs are created and posted correctly to ensure successful results in acquiring vehicles and equipment.
- Apprise 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.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described.

2. Ministry representatives are provided with comprehensive user support for the ERP system to ensure compliance with applicable procedures and to enhance the system's effectiveness for procurement needs.

Activities:

- Provides training and communicates information in response to enquiries and assists program areas with steps required to work within the 1GX system;
- Maintains accurate records and supporting documentation to support the department when responding to enquiries from the Office of the Auditor General;
- Gathers information and runs queries for on-going reporting requirements;
- Participates in drafting, reviewing and testing system guides created by the SCM SME to help the department with the various system processes; and
- Responds to enquiries from the Auditor General's office in relation to Ministry business and security processes for the 1GX system.

3. Supports the Procurement Unit in achieving the mandate for the Branch.

Responsibilities:

- Ensure the Procurement Unit is informed on all procurement activity.
- Ensure coordination and integration of functions and activities, and promotes collaboration within the Ministry and with service providers relating to the procurement program.
- Utilize best practices, promoting adoption of innovative approaches to meet procurement requirements of business areas.

Activities:

- Prepares timely and accurate status reports and Gantt charts where necessary for projects, and advises the Manager or Director of any sensitive issues or concern that may impact the project or program.
- Prepares briefing materials, analyses, and responses so an informed decision can be achieved. Collaborates with Branch staff to ensure coordination and integration of functions, activities, projects and promote collaboration within the Ministry and with service providers relating to the procurement program.
- Participates in project team meetings for assigned projects and initiatives thereby, taking the lead in procurement activities, process and decision making.
- Research new technologies and best practices, promoting adoption of innovative approaches to meet program requirements of business areas.
- Represents the unit and Branch on Ministry and external working groups and committees with diverse mandates and responsibilities.

SCOPE: List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.

This position provides comprehensive services and consultation essential to the delivery of the Ministry's procurement program. The Senior Procurement Officer is expected to identify and assess issues with the potential to impact the effectiveness and efficiency of the procurement function and related processes, as well as develop related recommendations and solutions for consideration by senior decision-makers. This position has an integral role in developing processes and procedures that support the continual enhancement of a fair and equitable approach to procurement that not only reflects business area requirements but also is in alignment with Ministry and Government policies and standards.

In addition to collaborating with Ministry representatives to understand their requirements for goods and services, the Senior Procurement Officer must be able to establish performance requirements and facilitate the development of clear, detailed, and well defined legal solicitation document such as RFIs, RFPs and RFQs on behalf of clients for circulation to vendors. The complexity and diversity of issues dealt with, including multiple contracts and procurement options; diverse goods required for Ministry operations; for a widely distributed workforce, results in the need for strong problem solving skills. Even though there are trade agreements and policies/procedures to follow, the position needs to have a high level of creativity skills, originality and innovation in developing procurement documents and in conducting independent research to ensure the desired outcome is achieved.

The Senior Procurement Officer must balance the requirement to provide services that efficiently meet the needs of Ministry business areas for goods with accountability for administering a fair and equitable procurement program that is in compliance with relevant trade agreements, legislation, regulations, policies and guidelines.

This position works independently but within the parameters of established policies and guidelines, with the Manager providing general guidance as required. Work is reviewed for the quality of analysis, recommendations, and solutions provided and judgment demonstrated. The accuracy, timeliness, and comprehensiveness of services and information provided to business areas is of critical importance, as is the effectiveness of working relationships established with the wide variety of clients, service providers, and stakeholders.

SCOPE: List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.

The Senior Procurement Officer functions with considerable independence to determine priorities and areas of focus. The position manages multiple procurement projects of varying order of magnitude, scope and changing priorities which will be integrated to achieve the needs of numerous clients. This position is expected to consult with the Procurement Manager on matters with potential for significant impact on business areas; re-allocation of resources; or financial considerations.

While the supervisor is also available for assistance when dealing with particularly difficult or sensitive situations, or those with the potential to contravene legislation, regulations, or policies, the incumbent is expected to recognize and analyze situation of potential legal non-compliance and consult with Legal Services Division and the Procurement Manager in determining rationale and formulating solutions.

The Senior Procurement Officer schedules, and attends as required, procurement project meetings, providing guidance to business areas with respect to competitive bid processes.

The Senior Procurement Officer attends procurement project meetings with the Procurement Manager, reviewing business area requirements, addressing issues and playing a role in the decision making process.

KNOWLEDGE, SKILLS & ABILITIES: Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.

The Senior Procurement Officer requires in-depth knowledge of:

- relevant Government and/or Department legislation, regulations, policies, guidelines, administrative practises, and procedures associated with the procurement function (i.e. Government Organization Act – Section 12; Direct Purchasing Regulation)
- Government and Department RFP, RFQ, and contract administration policies and procedures
- requirements of business areas in relation to goods and services, and related process to investigate and analyze options to ensure alternatives are identified, considered, and presented

The Senior Procurement Officer must have up to date knowledge of:

- Government and Department strategic direction, vision, goals, organizational structure, and functions
- Department business plan and mandates of business areas
- Government budgeting, forecasting, and accounting policies and procedures
- All trade agreements; World Trade Organization Government Procurement Agreement (WTO GPA), Canadian Free Trade Agreement (CFTA); Trade, Investment and Labour Mobility Agreement (TILMA), and the New West Partnership Trade Agreement (NWPTA)
- industry trends relating to procurement processes and office practices
- software tools and computer applications used to carry out responsibilities (i.e. Microsoft Office, Visio, Project, Adobe Acrobat Writer Pro; internet and electronic mail applications in Windows environment; 1GX)

The Senior Procurement Officer requires strong and demonstrated:

- consultation and interpersonal skills, including ability to develop acceptable solutions to issues involving a variety of requirements and stakeholders
- project planning and project management skills
- leadership and supervisory skills
- strong interpersonal skills are required as there is a wide range of clients with numerous priorities/strategies so it is critical to have an effective flow in communication skills to work through these conflicts.
- analytical, research, and problem solving skills to develop and recommend solutions for complex issues, respond to client requests for information, and investigate and analyze product options
- written and verbal communication skills
- organizational and time management skills, including ability to multi-task
- commitment to client service, confidentiality, discretion, and tact

The Senior 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
- negotiate effectively with all levels of Department representatives, the vendor community, and other stakeholders
- research products and services on the internet and/or gather information from other sources (i.e. public or government libraries and vendor contacts)
- determine costs and benefits associated with various procurement options and recognize, investigate, and recommend opportunities for cost-savings and added-value to the Department
- identify emerging trends, issues, and opportunities, as well as promote adoption of innovative processes and approaches

KNOWLEDGE, SKILLS & ABILITIES: Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.

- develop and maintain collaborative working relationships with clients, service providers, and stakeholders
- maintain a strategic focus while delivering results at the operational level
- function independently, as well as lead and contribute effectively within a team environment
- demonstrate initiative, professional judgement, and creativity
- Create new project libraries and navigate through and implement modifications within the 1GX system.

CONTACTS: The main contacts of this position and the purpose of those contacts.

The Procurement Officer has ongoing contact with:

- all levels of Ministry representatives including executive management which is necessary to administer the procurement program associated with goods required for all programs and business operations within the ministry. This consultation requires the position to be able to facilitate the discussions, advice and make recommendations which will result in the desired and enforceable outcome.
- lawyers within the Legal Services Division when there is a questionable bid or interpretation of the tender/contract documents is requirement The position must ensure all information which is communicated to the lawyer is both accurate and complete so legal advice can be obtained. Advice is also obtained from Legal Services when a unique set of tender documents are being developed. It is the responsibility of this position to listen, understand the advice which is provided and to formulate a decision which will be binding on all parties. Guidance is also obtained from senior management within procurement if required.
- Treasury Board and Alberta Finance, Risk Management and Insurance for advice on developing unique clauses related insurance in contracts related to the procurement of goods associated with ensuring the safety of staff and public, such as body armour, firearms, vehicles, etc.
- local, national and international vendor community to ensure all avenues of research for a specific product have exhausted. This detail level of research is required to ensure the information which has been obtained will ensure the specified product is procured and will achieve the desired result for the ministry.
- representatives from other Ministries (Service Alberta, Public Affairs Bureau, Transportation and Sustainable Resource Development) to exchange information; resolve issues; respond to requests and enquiries; consult on variety of policies and processes; and ensure that the Ministry's interests are protected.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised.



This position provides leadership, guidance and support in decision making for other Program Service positions.

CHANGES SINCE LAST CLASSIFICATION REVIEW: This section is not required to be completed if the job description is being written for the conversion to PREP. It should be completed for any subsequent classification requests under PREP.

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.

Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned

_____		_____
Name	Signature	Date
_____		_____
Name	Signature	Date
_____	_____	_____
Name	Signature	Date