

New

Ministry

Transportation and Economic Corridors

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Manager, Engineering Services Procurement

Requested Class

Manager (Zone 1)

Job Focus

Operations/Program

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

Job Purpose and Organizational Context

Why the job exists:

The Manager of Consulting Procurement, reporting to the Director of Procurement within IPPD, plays a pivotal role in the procurement of professional services for the Ministry of Transportation and Economic Corridors (TEC).

The key responsibility of the Manager is to lead a team currently comprising of three (3) Project Procurement Officers (PPOs) in their support of delivering the various procurements required to deliver Transportation and Economic Corridors (TEC) Capital Plan. With approximately 100 procurements annually, varying in value and complexity (ranging from \$75,000 to \$50,000,000), the procurement team requires senior-level oversight to ensure effective execution. Regular engagement with regional managers and staff, as well as other key internal stakeholders such as Capital Planning and Program, and Finance, is required.

Additionally, the Manager provides high-level recommendations concerning procurement processes, ensuring compliance with relevant legislation, policies, guidelines, and technical standards, as well as meeting the requirements of Domestic and International trade agreements such as the Canadian Free Trade Agreement (CFTA), the New West Partnership Trade Agreement (NWPTA), the Comprehensive Economic and Trade Agreement and the

UK agreement (CETA/UKTA, the Agreement on Government Procurement (WTO GPA), and the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP).

In addition to assuming responsibility for procurement operations, the Procurement Manager serves as a key source of subject matter expertise for the Director of Procurement, IPPD. Within this capacity, the Manager offers insights into innovative procurement approaches, alternative procurement methods and advanced contracting models. This encompasses not only streamlining essential processes such as procurement timelines, contract approval, and awarding but also spearheading continuous improvement initiatives aimed at enhancing overall efficiency and effectiveness in procurement practices.

The Procurement Manager manages the Procurement Officers' workloads, overall performance, and supports their career growth.

Responsibilities

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

1. Meet established Procurement delivery targets for Consulting Services that support the delivery of Transportation and Economic Corridors' programs.

ACTIVITIES:

- Manage the volume and pace of consultant procurements to ensure that annual targets are met;
- Provide the Director of Procurement with quarterly updates on the status of procurements at a program level;
- Recruit, train, and inspire Procurement Officers to continually grow and improve processes and results;

2. Provide procurement advice for the Ministry of Transportation and Economic Corridors (TEC).

ACTIVITIES:

- Provide input towards the ministry's standardized methods and techniques for procuring engineering consulting services, and procurement methodologies tailored to project delivery methods.
- Assess existing processes and services, and recommend enhancements to improve efficiency and effectiveness.
- Collaborate closely with key departmental clients and stakeholders, and external stakeholders to identify opportunities for enhancing procurement policy and best practices.
- Foster and maintain productive partnerships with industry associations, professional organizations, and other levels of government to facilitate effective collaboration and information exchange.

3. Lead the development and implementation of innovative procurement strategies to optimize efficiency, reduce costs, and enhance service delivery.

ACTIVITIES:

- Spearhead the creation and endorsement of delivery approaches aimed at minimizing risks, cutting costs, and improving service quality.
- Conduct a comprehensive examination of an integrated procurement risk management system, offering recommendations and supervising its execution.
- Establish a comprehensive knowledge management framework for procurement services encompassing best practices, protocols, manuals, templates, guidelines, and training initiatives
- Foster collaboration with governmental bodies, ministry stakeholders, and professional organizations to identify and cultivate emerging practices.
- Evaluate current business methodologies for potential transition to a fully digital environment and develop requisite tools and documentation.
- Facilitate dialogue with stakeholders to ensure alignment between governmental and industrial requisites.

4. Collaborate effectively with fellow Ministry colleagues to ensure the provision of high-quality services.

ACTIVITIES:

- Provide recommendations to senior management regarding general inquiries and specific issues related to strategic procurement and the procurement of construction and consulting services.
- Engage in division, branch, and section business planning endeavors.
- Keep other staff within the ministry informed about matters that influence their respective work domains.

Problem Solving

Typical problems solved:

The Manager of Consulting Procurement is entrusted with the development, implementation, monitoring, and quality assurance of corporate and program-level procurement policies and procedures essential for executing the Capital Plan. Ensuring accuracy, comprehensiveness, and support through meticulous risk analysis, trend examination, and consideration of various impacting factors is paramount in this role. The Manager is dedicated to providing expert procurement guidance to Ministry business areas. The Manager must have a strong understanding of the engineering and construction industry.

The Manager requires minimal supervision, but frequent consultation with the Director of Procurement may be required to maintain informed decision-making and alignment with organizational objectives.

The Manager works with significant independence to deal with the considerable variety of situations encountered. They have significant latitude to resolve procurement file issues and can determine whether procurement files are acceptable, or may consult with the Director when required.

Types of guidance available for problem solving:

Interacts daily with Director, Procurement, Integrated Procurement and Project Delivery

Interacts daily with Project Sponsors and Project Administrators

Interacts weekly with Executive Director, IPPD

Interacts when required, with ADM, Capital Planning, Grants and Engineering Services

Interacts when required, with external stakeholders (ARCHA and CEA)

Direct or indirect impacts of decisions:

The decisions made by the Manager has a significant impact on the successful execution of Transportation's Capital Plan and the overall health of Alberta's highway and bridge network.

Key Relationships

Major stakeholders and purpose of interactions:

- Senior officials within the Ministry, as well as counterparts in other ministries including Infrastructure, Service Alberta, and Red Tape Reduction.

- Collaborative engagements with industry associations such as the CEA and ARCHA to exchange pertinent information concerning procurement functions.

- Interactions with Ministry staff across all levels to gather procurement data, receive updates, and provide analyses and information regarding processes and policies.

The frequency of these contacts is consistent and continual.

Required Education, Experience and Technical Competencies

Education Level

Diploma (2 year)

Focus/Major

Other

2nd Major/Minor if applicable

Designation

If other, specify:

Supply Chain Management, Government Administration

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

Education and Certification:

This position requires university degree in a related field plus a minimum of five years of related experience.

Equivalency: Directly related experience or education considered on the basis of 1 year of education for 1 year of experience.

Assets would include a supply chain management professional designation, such as SCMP, CPSM, CSCP, or similar.

Technical Competencies:

- knowledge of the procurement of engineering services for civil construction projects;

- Expertise in Trade Agreements, Contract Law and Competitive Bidding Law, and Public Procurement Frameworks.

- Experience with risk management, insurance and surety bonding.

Other Competencies:

- Proven leadership abilities to create and sustain a results-oriented, highly engaged team of supply chain professionals;
- Strong verbal and written communication skills to represent the Ministry in governmental and private sector settings.
- Proficiency in program management, delegation, and time management.
- Strong analytical and problem-solving aptitude.

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		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes a long-term view towards organization’s objectives and how to achieve them:</p> <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	<p>The Procurement Manager manages all consulting procurement and contract templates. They are required to have a thorough understanding of the interconnections within and between all procurement and contract templates in order to ensure any changes are reflected in all procurement documents. The Manager works with other business areas within TEC, as well as procurement teams across GoA to ensure TEC procurement is aligned with overall GoA approaches.</p>
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <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 	<p>The Procurement Manager is required to continuously analyze existing processes and standards, and think 'outside the box' to synthesize and develop recommendations that result in improvements and efficiencies to procurement processes and standards.</p>
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains 	<p>The Procurement Manager will be managing multiple projects simultaneously, often with shifting priorities or timelines. The PS will be required to proactively organize and prioritize their</p>

		<p>impact of changes</p> <ul style="list-style-type: none"> • 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 	<p>time and activities in order to effectively meet these changing conditions. The Manager must use their skills to create understanding and buy-in for assignments across the team, as well as work to build collaboration across procurement in GoA.</p>
Drive for Results	○ ○ ● ○ ○	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	<p>The Procurement Manager is expected to identify key stakeholder relationships, and develop solid working rapport with these contacts in order to provide effective support and guidance for procurement related matters.</p>
Develop Networks	○ ○ ● ○ ○	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	<p>The Procurement Manager is the "go-to" person for consulting procurement related questions from the business areas. They must have political acumen and exceptional customer service and communication skills, which complement their advanced horizontal procurement knowledge.</p>
Build Collaborative Environments	○ ○ ● ○ ○	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	<p>The Procurement Manager promotes the collaborative environment that is necessary in day-to-day business. If issues arise, they are responsible for identifying the root cause and to develop strategies in solving the problems. A large portion of their time will be working with various teams within the department.</p>

<p>Develop Self and Others</p>	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Plans according to career goals and regular development:</p> <ul style="list-style-type: none"> • Aligns personal goals with career goals • Leverages strengths; attempts stretch goals • Provides feedback and openly discusses team performance • Values team diversity, and supports personal development 	<p>The Procurement Manager has a team of 3 Project Procurement Officers. This team has many challenges it faces.</p> <ul style="list-style-type: none"> - Large workloads. - Resourcing challenges (vacation/absences) to meet workloads. <p>Pressures from internal and external stakeholders to move procurements through.</p> <ul style="list-style-type: none"> - Increased demand on change management. <p>The Manager is the team's primary advocate for their mental well being. This requires the manager to have skills in developing and mentoring others.</p>
--------------------------------	--	---	---

Benchmarks

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

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.