

Update

Ministry

Children and Family Services

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Manager CPO

Current Class

Job Focus

Corporate Services

Supervisory Level

Agency (ministry) code

Cost Centre

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Corporate Finance, Centralized Procurement Office

☐ 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

2025-03-28

Responsibilities Added:

- a) Implement and manage on-line tool to support the Ministry's CGRC submission process. This includes developing CGRC structure in the Power Apps tool, testing, training and roll out of the new tool.
- b) Promote adoption of 1GX Fieldglass for contingent resources procurement in Ministry.
- c) Development and incorporate SCM transaction as part of Accounting Officer (AO) compliance review.
- d) Using 1GX Supply Chain Management (SCM) Reporting and CPO's Power BI (business intelligence software) performs analytical review, follow up and reporting of contracting and grant activities for CPO management.
- e) Activities related to 1GX SCM (Ariba) implementation and 1GX SCM/SAP support.
- f) Provide Alberta Purchasing Connection (APC) support.

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

This position leads the unit in provision of policy, compliance, training services, to contracting and grant program staff of Children and Family Services (CFS). The position supports procurement, contracting and grant processes from both business and system perspective including 1GX Supply Chain Management (SCM), process re-engineering, implementation, and administration while adhering to procurement, contracting and financial guidelines.

As part of a team of procurement experts, this position supports the mandate of the Centralized Procurement Office (CPO) and the Contract and Grant Review Committee (CGRC) with reviews and recommendations on proposed procurements, as well as provides advisory, training and procurement support services to contracting and grant program managers and specialists within CFS. Given the high visibility of contracts and grants, this position oversees all procurements to ensure effective and compliant contract and grant management.

The position operates with a considerable degree of independence providing expert advice and guidance in adapting, implementing and integrating corporate contract and grant systems, policy and best practices within the ministries while ensure they adhere to GoA directives.

This position provides vital support to the ministries mandate and focus through providing services to contracting staff, intra-ministry advisory and working groups and the CGRC that support the ministry's contracting and grant processes.

The duties of this position are complex, requiring detailed contracting and grant knowledge, leadership and business know-how, project management, problem solving, and an ability to develop and maintain strong business relationships and contacts with ministry contract and delivery staff to continually assess service needs and identify current and emerging issues.

Responsibilities

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

- providing expert advice, guidance and direction related to GoA and ministry procurement, contracts and grant policy and procedures;
- reviewing and providing recommendations to CGRC whether proposed procurements, contracts and grants are compliant with ministry and government legislation and policies, as well as, cross-regional, national and international trade agreements;
- mitigating legal and financial exposure to the ministries by identifying procurement and funding risks and recommending solutions;
- managing the pre-qualification process for ministry services;
- analyzing and reporting of contract and grant activities to ministry management and GoA;
- contributing to GOA or intra-ministry procurement and grant initiatives;
- providing operational recommendations for improvement of procurement and granting processes and best practices;
- managing the public disclosure of contracts and grants for the ministry;
- ensuring adequacy and effectiveness of internal controls relating to 1GX Supply Chain management (SCM)/Ariba transactions; and
- promoting consistency while improving co adequacy and effectiveness of internal controls relating to 1GX Supply Chain Management (SCM)/Ariba transactions
- developing and implementing new CGRC processing tool using Power Apps;
- promote and support use of Fieldglass for hiring contingent resources;
- implement SCM transaction review for AO compliance review process; and
- support the modernize Alberta Purchasing Connection (APC) tool

Problem Solving

Typical problems solved:

- a) CPO is responsible for the development and maintenance of ministry contract and grant policy and procedure. This position contributes to the continual assessment of the effectiveness of current policies and procedures. Where necessary, through research and analysis and appropriate stakeholder involvement, makes revisions, develops new policies and implements changes as necessary.
 - b) Considers or anticipates emerging issues and their impact on the current policy and process, as well as, client needs. Recommends strategies to address emerging issues.
 - c) Identifies risk management issues, evaluates and develops approaches to remove or minimize contract and grant risk based on a sound knowledge of procurement and grant practices, client programs and community/sector issues.
 - d) Develops material and ensures provision of related training on contract and grant principles, policy and procedure to enhance or maintain the procurement capacity of the ministry.
 - e) Builds and facilitates collaborative relationships with regional staff and management, as well as, subject matter experts and procurement staff from other Ministries to improve procurement and granting outcomes for the ministries.
 - f) Participates in internal and external initiatives to foster collaborative relationships, exchange information and advocate for the needs of the ministries.
 - g) Supports the Chair of the CGRC, by reviewing, presenting and making recommendations to the CGRC regarding sole sourcing proposals, as well as, Requests for Proposal as required. Makes recommendations regarding the CGRC's mandate and implements changes to its operations/ processes as necessary.
 - h) Manages the Pre-qualification process for all ministry services (program specific and common cross regional services) through development, posting and evaluation of Pre-Qualification Requests (PQRs), maintaining and updating the related pre-qualified resource database and Master Agreements, as well as, supporting the regions in processing the related service requests and contracts. Manages all vendor inquiries resulting from this process.
 - i) Implements and manages on-line tool to support the Ministry's CGRC submission process. This includes developing CGRC structure in the Power Apps tool, testing, training and roll-out of the new tool.
1. The Team Lead Contracts and Grants provides expert advice on ministry and divisional procurement and grant strategies, initiatives and activities, providing recommendations based upon an assessment of risks and alignment with applicable policy, trade agreements and procurement/contract law, with the goal of ensuring the ministry's interests are protected.
- a) On request and at committee meetings, provides independent expert-level advice to ministry contract managers and specialists, on appropriate procurement methods and sole source exceptions, trade agreement requirements, evaluation methodology, vendor de-briefings, outcome measurement, as well as, identifying and mitigating procurement risk. Applies discretion and professional judgment to advise on procurement and granting strategies and program policy proposals.
 - b) Provides procurement and grant support to branches of the ministry (e.g. program policy and corporate areas) that do not have the volume of activity to warrant recruitment of contract specialists and contract managers. This includes drafting solicitation documents, developing evaluation criteria and drafting contracts or grant agreements.

- c) Oversees the development of program area procurement initiatives and provides guidance on the completion of the procurement documents suitable for an open and fair competition. Advises on procurement issues at the Contract Management Integration Table, Regional Support Services Directors and Contract Procurement Unit Leads meetings.
- d) Leads the development of forms, checklists and processes to support operational and legislative requirements.
- e) Works closely with Legal Services, Service Alberta and Red Tape Reduction, Public Service Commission and Treasury Board and Finance to collaboratively identify solutions and/or provide advice to program areas to resolve contract and grant related issues.
- f) Works with Internal Audit staff on interpreting contract and policy, identification of significant risks and Ministry expectations.

2. Contracts, Grants and 1GX Reporting

- a) Using 1GX Supply Chain Management (SCM) Reporting and CPO's Power BI (business intelligence software) performs analytical review, follow up and reporting of contracting and grant activities for CPO management.
- b) Updates and maintains the integrity of CPO Intranet site. The Intranet site maintains the pre-qualified vendor database, CGRC process resources, portal for CGRC submissions, contract and grant policies and templates and resources for 1GX SCM.
- c) Leads the annual reporting of the ministry's compliance with the Canadian Free Trade Agreement. This includes the development of reports and communications/instructions to the regions, compilation, review, and analysis of regional responses.
- d) Leads the reporting for public disclosure of sole sourced contracts and FOIP requests. This includes the development of reports and communications/instructions to the regions, compilation, review, and analysis of regional responses.
- e) Leads the reporting of ministry contracts and grants activities for the Minister as mandated.

3. 1GX and Other Activities

- a) Works closely with the Manager, CPO to support the new ERP 1GX system across the ministry for Contract Management
- b) Supports the ministry change management team for the GoA Transformational Initiatives (e.g. ERP - replacement of the GoA Alberta Purchasing Connection (APC) and ministry contract and grant systems) by providing advice on the strength of internal controls within proposed business processes.
- c) Prepares briefing notes alerting management to procurement, contract and grant issues, presenting options and making recommendations to senior management.
- d) Performs research and assessment of emerging issues in contracting, grant and program financial business needs.
- e) Any other tasks assigned by CPO management as required to support ministry contracting, grant and 1GX activities.
- f) Develop and manage project plan and deliverables related to CPO such as migration of contracts from

ministry legacy application to the 1GX SCM/Ariba module.

- g) Create 1GX training materials and conduct training for external (Suppliers) and internal (staff) stakeholders.
- h) Maximize Ministry's utilization of 1GX tool and promote use of new modules such as 1GX Fieldglass for contingent resources.
- i) Ensure accountability and work collectively with AOs to develop compliance review process for SCM transactions.
- j) Support staff in all 1GX SCM goods, services and related financial/payment transactions, SAP issues and enforcing best practice throughout Ministry.
- k) Represent CFS and take part in cross GoA implementation initiatives such as the APC Modernization Project.
- j) Plan, conduct and participate in various business process review and re-engineering activities.
- k) Is an effective cover off for the three Team Lead positions in CPO.

Types of guidance available for problem solving:

- 1) Regular discussions with the Manager CPO
- 2) Ministry Policies, Procedures and Guidelines
- 3) GoA Policies, Procedures and Guidelines
- 3) Trade Agreements
- 4) Various ministry/ GoA stakeholders
- 5) Legal Services

Direct or indirect impacts of decisions:

Internal Impacts and Diversity

- The Team Lead Contracts and Grants is key to ensuring consistency and compliance regarding contracting and grant policy and processes in the ministry.
- The work of this position directly impacts a wide range of social programs, regions and numerous corporate units and delivery methodologies with their specific objectives, control processes and risks.
- Contract and grant management are critical areas to ensure excellence in government. The impacts of poor practices or non-compliance in this area are almost unlimited in political exposure, business risk and financial control.
- The position supports and guides the direction of ministry processes and projects that are complex and diverse in nature.
- Executive management's risk tolerances are different given personal experiences and sensitivities to the specific communities they interact with, and the position will be relied upon to support management risk tolerance and come up with mitigation strategies.

Complexity and Creativity

This position exercises considerable influence over the actions taken by the ministry staff in their contracting and grant activities. Analysis of alternatives and related implications is required. The Contract and Grant Specialist operates with a considerable degree of independence and, at times, must use originality in assessing an issue and developing solutions. The position must analyze various options and influencing factors, assess the impacts and then design actions or solutions that are specific to the needs.

The position interacts in a liaison role with other levels of the ministries, and strong issue resolution and communication skills are required to manage risks associated with complex issues. The incumbent

independently resolves issues utilizing established relationships with Legal Services, Corporate Finance, Public Service Commission, Service Alberta and Red Tape Reduction, etc. by making decisions that may affect the mechanisms used to procure divisional and department needs.

Key Relationships

Major stakeholders and purpose of interactions:

Ministry Regions and CPO Team:

- Advise or clarification on corporate procurement, contract and grant policy and procedures.
- Advise on financial questions or concerns with regard to contracts and grants.
- Clarification on ad hoc contract and grant documents reviewed.
- Information requests (for Executive Management reporting or AR requests)
- Clarifications on CGRC submissions
- Training on contracting management using GoA 1GX SCM/Ariba and SAP system.

Ministry Teams/Committees:

- Contract and Grant Review Committee (Exec Managers and lower)
- Regional Support Services group (Executive Managers and Directors)
- Ministry and Province wide Contract and Procurements Unit Leads group (Senior Managers/Managers)
- Information exchange/progress updates
- Strategy discussions
- Issue resolution
- Policy interpretations

Direct Manager:

- Clarification on CPO direction
- Information exchange/progress updates
- Agree on strategy & target outcomes
- Problem resolution/work allocation
- General advice

Senior & Executive Management

- Clarification on Corporate direction
- Information sharing
- Issue resolution
- Advice/recommendations

Legal Services

- Policy and procedure discussions
- Issue resolution
- Information exchange
- Risk/liability assessment
- Legislation interpretation

Service Alberta and Red Tape Reduction; Treasury Board and Finance; Public Service Commission; Cross

Ministry Committees

- Discuss GoA wide issues
- Advocate for the needs of CFS
- Participate in new GOA or ministry procurement initiatives or requirements
- Seek advice or clarification on specific issues
- Participate in process review and improvement

Consultants/contractors

- Raise awareness and coordinate to resolve 1GX issues
- Participate in 1GX initiative that could impact the contract/grant community

Service providers

- Manage vendor inquiries.

Required Education, Experience and Technical Competencies

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

If other, specify:

Accounting designation plus 3 years additional related experience; or equivalent as attached in JD

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

- Extensive knowledge, experience and training in the following:
 - policy and procedure development, administration and training
 - contract and grant administration
 - risk management
 - internal control frameworks
 - cost /benefit analysis
 - systems implementation
 - business analysis
 - project management
- Effective verbal and written interpersonal and communication skills, and proven skills in facilitation, negotiation, conflict resolution, decision making and mediation.
- Excellent performance management skills that achieve quality and timely results from staff.
- Excellent organizational and time management skills, ability to foster a team environment, and ability to work with individuals at all levels of the organization.
- Ability to represent the ministry at various cross-ministry and cross-divisional groups.
- Good working knowledge of systems applications including Microsoft Office and contract and grant management systems.
- Ability to multi-task and manage workload with competing priorities and deadlines.

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"/>	Takes a long-term view towards organization's objectives and how to achieve them: <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 	Develop and manage project plan and deliverables related to CPO such as migration of contracts from ministry legacy application to the 1GX SCM module.
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 	Works closely with Legal Services, Service Alberta and Red Tape Reduction, Public Service Commission and Treasury Board and Finance to collaboratively identify solutions and/or provide advice to program areas to resolve contract and

		<ul style="list-style-type: none"> Engages others and encourages debate and idea generation to solve problems while addressing risks 	grant related issues.
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 	Builds and facilitates collaborative relationships with regional staff and management, as well as, subject matter experts and procurement staff from other Ministries to improve procurement, contracting and granting outcomes for the ministries.
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 	Oversees the development of program area procurement initiatives and provides guidance on the completion of the procurement documents suitable for an open and fair competition. Advises on procurement issues at the Contract Management Integration Table, Regional Support Services Directors and Contract Procurement Unit Leads meetings.

Benchmarks

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

M410-28

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.

_____	_____	_____
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