

Update

Ministry

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

IT Procurement Specialist

Current Class

Program Services 4

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 broadened to include both Goods and Services procurement activities

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

Reporting to the IT Procurement Manager, the IT Procurement Specialist is responsible for the successful management of procurement activities and contracts within their portfolio. Within the IT Goods and Services Procurement (ITP) team, the IT Procurement Specialist is focused on providing value to their business partners through effective outcomes from procurement activities. The IT Procurement Specialist develops and executes

procurement tasks and contracts using a variety of procurement methodologies. The IT Procurement Specialist coordinates the activities of the IT Procurement Analysts and Officers for complex activities. This role focuses on program and project leadership, as well as development and mentoring of IT Procurement Analysts and Officers. The IT Procurement Specialist communicates with stakeholders at all levels of the organization, as required, and provides on-going management and oversight of procurement activities. ITP manages the process of engaging suppliers/vendors in procurement, negotiation, execution, and termination of contracts. This involves working closely with business partners and suppliers/vendors to build and maintain collaborative relationships to enable contract value attainment. ITP members have the responsibility to ensure GoA document management requirements are followed for all related contract and procurement information and documents.

Responsibilities

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

Responsible to oversee procurement and contract planning to ensure the highest level procurement standards are achieved and maintained by:

- Execution of assigned plans (e.g., Consolidated Maintenance and Support Plan, Contingent Labour Plan).
- Execution of assigned procurement vehicles (e.g. PQRs, standing offer, Enterprise License Agreements)
- Managing the procurement planning and renewal process to completion.
- Support cross-GoA and -jurisdictional procurement initiatives.

Responsible to oversee IMT Procurement ensuring best practices and efficiency by:

- Leading and executing simple, moderate and complex IT procurement activities.
- Managing the status of IT procurements through a variety of reporting tools.
- Tracking and ensuring reviews through all stages of the procurement.
- Supporting development and execution of innovative methodologies to maximize procurement agility.
- Managing optimal outcomes from needs assessment as outlined by the IT Procurement Manager.
- Managing ongoing methodology of supplier/vendor governance and contract strategy.
- Ensuring compliance and alignment with trade agreements, standard procurement legislation, policy, and processes.
- Developing and execution of procurement road maps from stakeholder engagements.
- Negotiating for best value on behalf of business partners within the mandate provided by business partners.
- Identifying issues and risks pertaining to Ministry procurement policies, systems, processes.
- Recommending and developing solutions to support continual enhancement of the procurement process.
- Responding to inquiries from and provides information to suppliers/vendors in relation to Ministry procurement processes, electronic tendering system, and specific procurement opportunities encouraging suppliers/vendors to participate in opportunities as they deem appropriate.

Responsible to ensure GoA document management policy and reporting requirements are followed for all related contract and procurement information and documents by:

- Creating and managing the procurement file containing all auditable procurement documentation.
- Ensuring all contract information is accurately entered and maintained in the information systems used by or on behalf of all stakeholders.
- Maintaining the GoA's ERP system with accurate contract information, all critical documentation and all amendments including contract financial information to allow for invoicing through contract termination.
- Supporting effective data accuracy, data analysis and reporting on procurement and contracts.

Mentor and coach IT Procurement Analysts and Officers by:

- Leading any issues and escalations to resolution.
- Providing training to team members as required.
- Developing and modeling an environment of trust, open communication, creative thinking, and cohesive team effort.
- Modelling the GoA values of respect, accountability, integrity, and excellence.
- Providing coverage for vacations/absences of peers or Manager, as requested.

Problem Solving

Typical problems solved:

This position is responsible for monitoring and assessing risk levels, from a procurement perspective, and managing the escalation process to address identified issues.

Mitigation: Maintain collaborative relationships with the business partner, working closely to proactively identify and address potential issues prior to escalation.

Types of guidance available for problem solving:

This position requires the ability to analyze and apply professional judgment to solve complex, new and emerging issues. There is supervisory guidance available from the Manager, Director and consultation with peers and other stakeholders. This position works closely with various program areas to understand procurement options and requirements in order to facilitate and provide accurate information to business partners as requested.

Direct or indirect impacts of decisions:

This position is responsible for supporting GoA business partners in procuring the IT goods and services they require in order to efficiently and effectively deliver on their respective mandates. The Specialist's role has a direct impact on the business partner's ability to realize the full intended benefit of procurements, including managing organizational risks from a procurement perspective.

Key Relationships

Major stakeholders and purpose of interactions:

- Procurement Team: To provide status updates and information sharing among team members.
- Branch colleagues: To collaborate on tasks for the larger team and identify ways to improve processes and procedures; to provide support to the Reporting and Relations team.
- Other GoA Employees / Contractors: To collaborate with other GoA employees and contractors across government to move initiatives forward; to resolve issues and make recommendations.
- Subject Matter Experts: To engage subject matter experts for ITP; to provide context and clarification to support business partner business decisions. Subject matter experts include, but are not limited to, Legal Services, RMI, cybersecurity, DIPS, FOIP, and HR.
- Suppliers/Vendors: To act as the escalation point for issues relating to ITP; to provide leadership and direction to suppliers/vendors where appropriate; to set expectations for the supplier/vendor relationship.
- Business Partner: To provide consultative services to business partners
- Senior Management and Executives: To provide contract and supplier/vendor status updates to management on on-going procurement activities; to provide presentations, briefing notes and decision requests, as needed.

Required Education, Experience and Technical Competencies

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

If other, specify:

Procurement, Contract and Vendor Relationship Management

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

This position interacts with a team of professionals in department- and government-wide initiatives. An in-depth knowledge of procurement, contract and supplier/vendor relationship management is required to be successful in this position.

Education and Experience:

A degree or a diploma in a related field such as procurement and contract management, business administration or information technology combined with a minimum of 4 years related experience in a supplier/vendor management capacity will be considered an asset. Equivalencies will be considered.

Positions at this level mentor and coach IT Procurement Analysts and Officers in department-wide or cross-ministry work. This work requires in-depth knowledge of supplier/vendor and contract management as well as financial and business acumen. Understanding of technology and project management methodologies are considered an asset.

Knowledge:

- Canadian government procurement policies, legislation, and an understanding of its application.
- Procurement, consultation, negotiation and contract management.
- IT operations, project integration, ministry support, application support, supplier/vendor management and their dependencies.
- Project management methodologies.
- Information Technology Service Management (ITSM) systems and processes.
- Reporting practices and methodologies.
- Information management practices.
- IT concepts, ITIL, COBIT, and Agile.

Skills and Abilities:

- Strong ability to develop and maintain successful relationships in an environment of constant change.
- Ability to apply knowledge of business areas and supplier/vendor environment.
- Strong leadership and organizational skills.
- Ability to work well in a team environment, lead and mentor staff.
- Ability to make effective decisions based on knowledge at hand.
- Ability to prioritize and manage time effectively to meet deadline constraints.
- Excellent verbal and written communication skills; prepare and deliver reports, project documentation, professional presentations, and training sessions.
- Strong communication skills are required to explain IT procurement concepts and offer guidance.
- Proficiency with standard office productivity software (e.g., Microsoft Office suite of products, SharePoint, SAP, Ariba).

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		

Agility	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	This position relies on the ability to prioritize and manage time effectively to meet deadline constraints.
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	This position requires a strong ability to develop and maintain successful relationships in an environment of constant change.
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <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 	This position is required to apply knowledge of business areas and supplier/vendor environment and the ability to make effective decisions based on knowledge at hand.

Benchmarks

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