

## New

Ministry

Assisted Living and Social Services

## Describe: Basic Job Details

## Position

Position ID

Position Name (30 characters)

Procurement Lead

Requested Class

Supervisory Level

Job Focus

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

## Employee

Employee Name (or Vacant)

 Current organizational chart attached?

## Organizational Structure

Division, Branch/Unit

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:

This position develops and maintains business practices, process maps, solicitation templates and contracting standards for the Capital Programs and Capital Maintenance Renewal (CMR) projects. These standards relate to the procurement of specialty consulting services, and construction services. The position is called upon to provide advice on procurement processes, consistent with the requirements of Alberta's trade agreements including the Canadian Free Trade Agreement, the New West Partnership Trade Agreement, the Comprehensive Economic and Trade Agreement, and Agreement on Government Procurement.

This position supervises a team of two Procurement Specialists and support staff, to ensure that the procurements and contracts issued by the department adhere to all relevant trade agreements, and GOA procurement practices.

The procurement lead will provide advice and recommendations to the Director and Executive Director on innovative approaches, procurement, contracting models as well as how to streamline processes to expedite approval processes, procurement processes, contract award and contract execution. This position also undertakes procurement research, environmental scans and jurisdictional comparisons. As well, this position supports the Director, Capital Program and Project Delivery in researching various delivery

models, technologies and contracting formats including standing offers, bulk procurements, category management and other qualification based methods. The position also interacts with industry in conducting training sessions when introducing new procurement systems through which the vendor community bid for government work.

Reporting to the Director, Capital Program and Project Delivery, this position performs all responsibilities in accordance with relevant legislation, policies, guidelines and standards.

## **Responsibilities**

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

### **1. Provide effective procurement policy advice to the Ministry and the Government of Alberta.**

#### **ACTIVITIES:**

- Develop common methods and techniques to define, assess, categorize and manage corporate and program level procurement policy requirements in support of Ministry's service delivery objectives and priorities.
- Provide advice and develop standards for procurement of consulting services, construction services, and procurement methodologies appropriate for the project delivery method.
  - Ensure documents adhere to the Canadian Free Trade Agreement (CFTA), the New West Partnership Trade Agreement between BC, Alberta, Saskatchewan, and Manitoba (NWPTA), the Comprehensive Economic and Trade Agreement between Canada and the European Union (CETA), and the Agreement on Government Procurement (GPA) between Canada and United States of America, and any new agreements applicable to the Government of Alberta.
  - Review, develop, and recommend improvements to existing processes and services.
  - Review, assess and make recommendations on emerging or unconventional procurement approaches.
- Work closely with key department business unit personnel and external stakeholders to identify key issues and opportunities to improve procurement policy and best practices.
  - Analyze and develop corporate level policy and practices for the procurement of construction and consulting services for ASHC facilities.
  - Review and develop Ministry procurement policies.
  - Maintain ongoing knowledge of government programs and provide assessment and recommendations concerning procurement plans at the program level.
  - Provide advice to Housing Management Bodies (HMB) on procurement methodologies and assist with Business Case development relating to procurement planning.
  - Provide training.
  - Provide recommendations relating to consulting strategies, contracting strategies, vendor qualification policy, procurement strategy processes, multi-year standing offer agreement policy, and policies for other contracting strategies.
- Actively participate and contribute to the development and enhancement of Government of Alberta (GoA) procurement policy and strategies.
  - Develop and maintain effective working partnerships with industry associations, professional organizations, institutional owners and other levels of government.

### **2. Develop and maintain prudent business practices and procedures for construction and consultant services.**

#### **ACTIVITIES:**

- Establish, monitor and administer corporate and program level policy, practices and standards for the procurement of construction and consulting services.
  - Implement and maintain processes relating to vendor pre-qualification.
  - Provide coordination for procurement of construction and consulting services with the HMBs.
- Ensure that procurement practices are compliant with the requirements of CFTA, NWPTA, CETA, and the

**GPA by ensuring:**

- The integrity of the pre-qualification requirements and processes.
- Integrity and accountability in the selection and contract awards for construction and consulting services.
- Liaison with Housing Management Bodies, and industry, including professional associations such as the Association of Professional Engineers and Geoscientists of Alberta (APEGA), the Consulting Engineers of Alberta (CEA), the Alberta Association of Architects (AAA), and the Consulting Architects of Alberta (CAA).
- Ensure the documents and processes preserve the integrity of the selection criteria and ensure compliance with procurement policies and practices, irrespective of whether activities are decentralized or delegated.
- If applicable, investigate, assess and prepare recommendations for Senior Management to resolve issues and complaints under CFTA, NWPTA, CETA, and GPA.
- Undertake analysis of programs and services.

**3. Develop and support innovative procurement strategies.**

**ACTIVITIES:**

- Develop and support innovative or new delivery strategies that reduce risk and costs, or that result in better service.
- Investigate an integrated procurement risk management process, make recommendations and oversee implementation.
- Provide expert knowledge of Government of Alberta procurement strategies and options.
- Provide assistance in the development of a knowledge management framework for procurement services including best practices and procedures, manuals, templates and guidelines, communication and training.
- Collaborate with government and ministry stakeholders and professional associations to identify and further develop emerging practices.
- Liaise with professional associations and Government of Alberta departments (i.e., Infrastructure, Transportation, and Service Alberta) to ensure that department procurement practices are consistent with Government's procurement policy and best practices, as well as leveraging improvements or new tools tested and implemented by other departments.
- Assess business practices for adaptation to a fully electronic environment. Develop tools and documentation if required.
- Engage with stakeholders to ensure that government and industry needs are compatible.

**4. Work collaboratively with other staff in ASHC to delivery quality services.**

**ACTIVITIES:**

- Make recommendations to senior management on general requests for information and special issues pertaining to strategic procurement and the acquisition of construction and consulting services. Participate in division, branch and section business planning activities.
- Ensure other branch/section staff is informed of issues that impact their work area.
- Participate in divisional, branch and section project teams to develop solutions to meet client business

and information requirements.

### Problem Solving

Typical problems solved:

The role of the Procurement Lead is to develop, implement, monitor, and provide quality assurance of corporate and program level procurement policy and processes related to implementing the Capital Plan, as well as day to day operations related to ASHC facilities. The information provided by this position must be accurate, comprehensive and appropriately supported through risk analysis, examination of trends, and study of other factors that impact procurement processes.

The incumbent must work closely with the Procurement Specialists and support staff, Directors, Project Managers and Coordinators, and outside consultants to analyze complex policies and information. The Strategic Procurement Specialist will assist in developing policy and making recommendations on procurement methodologies that may have a significant impact on the cost of government procurement. The Procurement Lead will promote procurement expertise and provide advice to the all levels of ASHC. The incumbent is expected to independently handle situations that fall within policies and procedures, scope out the requirements of assigned tasks and make detailed recommendations that outline the positive and negative impacts of all potential courses of action. Stakeholders affected by the incumbents work throughout the Ministry, staff and officials with other government ministries, and external associations such as the APEGA, CEA, AAA, CAA and the construction associations.

Ongoing consulting, training and awareness of activities conducted by this position are aimed at improving overall efficiency of procurement systems and standards within the Department.

Problems of an unusual nature or issues of political sensitivity are discussed with the Director, Capital Program and Project Delivery, before action is taken.

Types of guidance available for problem solving:

Interacts daily with Director, Capital Program and Project Delivery  
Interacts daily with Manager, CMR  
Interacts daily with Project Managers and Coordinators  
Interacts daily with ASHC Procurement Specialists  
Interacts daily-weekly with Housing Management Bodies  
Interacts weekly with Executive Director, Housing Capital Programs

Direct or indirect impacts of decisions:

### Key Relationships

Major stakeholders and purpose of interactions:

Senior officials within the Ministry, other ministries (Infrastructure, Transportation, and Service Alberta) and Housing Management Bodies to provide advice or obtain information related to procurement functions.

Industry associations, such as the Association of Professional Engineers and Geoscientists of Alberta, the Consulting Engineers of Alberta, the Alberta Association of Architects, the Consulting Architects of Alberta and the construction associations: to provide or obtain information related to procurement functions.

Staff at all levels within the Ministry to obtain project information and data and obtain updates and provide analysis and information on processes, policies, etc.

The frequency of above contacts is regular and ongoing.

### Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Diploma (2 year)	Business	Other	

If other, specify:

See below

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

**Education and Certification:**

Degree in business, engineering, or architecture or a professional designation as an SCMP issued through the Purchasing Management Association of Canada is preferred. The position requires a minimum of two years of post-secondary education in architecture, engineering, business or other related field, supplemented with extensive, progressively responsible experience in a design, construction or facility management environment. Requires extensive knowledge of public sector procurement and contracting practices in a design and construction or facility management context.

**Technical Competencies:**

- Familiarity with Government financial legislation, regulations and policies.
- Familiarity with standard construction industry systems and formats.
- Familiarity with risk management, insurance and surety bonding.
- Knowledge of the principles of contract law and competitive bidding law.
- Knowledge of public sector procurement practices, methodologies and documents.
- Knowledge and experience of contracts and contracting methods used to procure construction, architectural/engineering, and facility management services.
- Knowledge of process management and business analysis.
- Strong analytical skills and the ability to collaboratively develop and implement new and innovative strategies and solutions.

**Other Competencies:**

- Well-developed interpersonal skills to enable the building of sound working relationships with colleagues, clients and internal and external stakeholders.
- Demonstrated team work skills and ability to work effectively under pressure.
- Exercise of tact and professional judgment when dealing with issues that are sensitive in nature.
- Significant discretion is required in decisions on handling issues, and in making recommendations to senior management.
- Creativity and originality in recommending and developing processes and solutions to meet client needs.
- Exemplary verbal and written communication skills to be able to represent the Ministry effectively within government and industry.
- Good listening skills to ensure that stakeholder input is taken into account and articulated in the most effective manner.
- Results focused and cognizant of the need to meet the Government's and Ministry's business plan goals.
- Leadership skills, including direct and indirect supervision.
- Ability to work effectively independently and within a team environment.
- Highly effective project management and time management skills.
- Excellent analytical and problem solving skills.

**Experience:**

- Four years in a large diversified organization.
- Experience in procuring consulting and/or construction services.

**Equivalences:**

An equivalent combination of education and experience may be considered.

**Behavioral Competencies**

Pick 4-5 representative behavioral competencies and their level.

Competency	Level A B C D E	Level Definition	Examples of how this level best represents the job
Systems Thinking	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Considers inter-relationships and emerging trends to attain	The Procurement Lead position manages all departmental

		<p>goals:</p> <ul style="list-style-type: none"> <li>• Seeks insight on implications of different options</li> <li>• Analyzes long-term outcomes, focus on goals and values</li> <li>• Identifies unintended consequences</li> </ul>	<p>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.</p>
Creative Problem Solving	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> <li>• Asks questions to understand a problem</li> <li>• Looks for new ways to improve results and activities</li> <li>• Explores different work methods and what made projects successful; shares learning</li> <li>• Collects breadth of data and perspectives to make choices</li> </ul>	<p>The Procurement Lead 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 checked="" type="radio"/> <input 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"> <li>• Takes opportunities to improve work processes</li> <li>• Anticipates and adjusts behaviour to change</li> <li>• Remains optimistic, calm and composed in stressful situations</li> <li>• Seeks advice and support to change appropriately</li> <li>• Works creatively within guidelines</li> </ul>	<p>The Procurement Lead will be managing multiple projects simultaneously, often with shifting priorities or timelines. The SPS will be required to proactively organize and prioritize their time and activities in order to effectively meet these changing conditions.</p>
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input 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"> <li>• Plans based on past experience</li> <li>• Holds self and others responsible for results</li> <li>• Partners with groups to achieve outcomes</li> <li>• Aims to exceed expectations</li> </ul>	<p>The Procurement Lead 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> <p>The Procurement Lead is</p>

			<p>expected to utilize a variety of communication techniques in order to disseminate information from the procurement team, such as implementation of templates and instructional documents outlining procurement processes.</p>
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