

Ministry

Environment and Protected Areas

Describe: Basic Job Details**Position**

Position ID

Position Name

Contract and Procurement Specialist

Current Class

Program Services 2

Requested Class

Program Services 3

Job Focus

Corporate Services

Supervisory Level

No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Financial Services/Finance Branch

Supervisor's Position ID

Supervisor's Position Name

Team Lead, Contracts and Grants

Supervisor's Current Class

Program Services 4

Design: Identify Job Duties and Value**Changes Since Last Reviewed**

Date yyyy-mm-dd

2022-08-08

Responsibilities Added:

This role will now be required to lead the comprehensive development and oversight of both grant and contract management processes. Each Specialist has portfolio of branches to support within the department. This includes proactively identifying and addressing workflow inefficiencies to enhance standardization, responsiveness, and innovation.

Additionally, the role will now provide ongoing technical guidance and support to stakeholders. This support encompasses assisting with documentation preparation, budget planning, and the development of project indicators, while consistently updating knowledge of current and emerging best practices in grants and contract management.

The position will now also involve developing and managing comprehensive documentation, including

program review manuals, assessment processes, and user guidelines. Furthermore, maintaining organizational infrastructure such as SharePoint sites and shared drives to ensure accurate documentation and effective knowledge management will be essential.

The role will also support senior leadership by promptly identifying, communicating, and effectively managing politically sensitive issues. Responsibilities will include support in preparing sensitive reports, presentations, briefings, and Ministerial correspondence.

Finally, the position will require active participation in multidisciplinary teams and committees, directly supporting critical committee functions such as proposal assessment and execution processes, ensuring integrated collaboration and alignment with broader organizational objectives.

Responsibilities Removed:

N/A

Job Purpose and Organizational Context

Why the job exists:

The Contract and Procurement Unit provides centralized contracts and grants management advice and support to Ministry staff and stakeholders. This includes developing tender documents, evaluating risks, and developing contract documents for technical, professional services, and maintenance projects. Contract and grant spending make up a significant portion of the Ministry's budget, so it must be managed diligently to minimize any potential risks to the Ministry and the GOA and to maximize the value of money spent.

Reporting to the Team Lead, Contracts and Grants, the Contract and Grant Specialist is a key resource in providing advice, guidance, and oversight in the effective management of the procurement cycle. The position reviews Ministry policies, processes, and practices and researches best practices to improve the overall effectiveness and efficiency of the processes.

The work of the Contract and Grant Specialist impacts the credibility of the Ministry and the GOA by ensuring the grant and contract process is consistent, compliant, and transparent.

The grants and contracts managed range in complexity and cover a wide range of professional services, as well as involve significant budget dollars.

The position takes a lead role on complex and non-standard contracts, as well as when contentious issues arise in the negotiation of the contract. The position is expected to find solutions that balance the needs of all stakeholders with the contract standards and requirements of the Ministry and GOA.

Responsibilities

1. Leadership and Strategic Development:

- Lead the development, implementation, and continuous improvement of grants and contracts management cycle processes.
- Identify, address, and resolve issues within grant programs and contracting processes to establish standardized work flows.
- Continuously recommend modifications and enhancements to Ministry practices, policies, and procedures.
- Contribute to drafting Action Requests and proactively address politically sensitive issues.

2. Procurement and Tender Management:

- Provide comprehensive guidance to program managers and ministry staff on procurement policies, procedures, and legislation compliance.
- Review business case submissions (FIN 35) and provide feedback to facilitate contract approval processes.
- Assist in preparing and posting tender documents, contracts, and related schedules.
- Evaluate procurement options, ensuring due diligence in tendering methods.
- Investigate bid irregularities, participate in pre-qualification processes, and contribute to contract award recommendations.
- Draft specialized contract award and rejection letters and provide Vendor debriefings.

3. Contract and Grant Administration:

- Draft, review, and customize contract and grant agreement templates to streamline processes.
- Set up, monitor, and maintain accurate records.
- Ensure timely tracking and documentation of payments, deliverables, and adherence to contractual terms.
- Generate detailed reports for audit purposes, budgeting, forecasting, vendor performance, and compliance metrics.

4. Advisory and Technical Support:

- Offer technical support to policy and program staff, assisting with documentation, budgets, and project indicators.
- Maintain comprehensive knowledge of current and emerging best practices in grant and contract management.
- Act as mediator for contentious issues between contractors, clients, and legal teams, facilitating resolution aligned with Ministry regulations.
- Provide guidance on negotiation and acceptance of non-standard contractual terms and clauses.

5. Stakeholder Collaboration, Communication, and Documentation:

- Establish and maintain positive relationships with internal stakeholders, external partners, and vendors.
- Ensure all documentation related to grant and procurement activities is accessible, accurate, and regularly updated.
- Provide accurate reporting, presentations, briefings, and responses to Ministerial correspondence, handling sensitive information.
- Facilitate active participation in internal and external multidisciplinary committees and meetings.

6. Training, Capacity Building, and Knowledge Sharing:

- Develop, deliver, and regularly update training materials, templates, checklists, guidelines, and presentations.
- Ensure clear understanding of procurement and grants processes among staff and stakeholders.
- Maintain resources reflecting regulatory and procedural changes.
- Collaborate with program and policy staff to promote innovative approaches and best practices.

Problem Solving

Typical problems solved:

The position requires in-depth problem solving with good understanding of grants, contracts in government and the Acts, legislation and policies that govern them and other ministry/GOA programs.

The ability to identify discrepancies and gaps in proposals and finding resolution will support government credibility and accountability. Proficiency in technology including database systems, online platforms such as SharePoint, and software programs to support program delivery such as Word, Excel, and Adobe will allow the Contract and Grant Specialist to create tools that support the responsibilities of the role.

The Contract and Grant Specialist will work closely with unit staff to determine best course of action for program inquiries, technical support and grant administration practices. This position is important for the timely and efficient management of the full grant/contract lifecycle, for the provision of clear and concise

reporting to inform decision making, and for standardization of internal business processes that will assist with increasing branch capacity and operations.

Types of guidance available for problem solving:

This position works under the direction of the Team Lead, Contracts and Grants, within the parameters of established legislation, frameworks, policies, plans, and guidelines, with significant discretion to determine how responsibilities are performed. The Team Lead, in collaboration with the Director, Financial Operations provides general guidance on requirements and deliverables.

Direct or indirect impacts of decisions:

Decisions surrounding contracts, grants, and procurement processes can impact both internal and external stakeholders. Ministry issues are diverse and complex, and the quality and accuracy of grants/contracts compared to the guideline criteria are critical, given that they affect the recommendation for funding decisions and impact projects that benefit Environment and Protected Areas' mandate to ensure alignment with the strategic goals:

- To protect Albertans from the adverse effects of environmental conditions and events; and
- To provide sustainable economic development for Albertans.

Key Relationships

Major stakeholders and purpose of interactions:

The Contract and Grant Specialist has regular contact with:

- **Branch staff** to understand subject matter, assess and analyze proposals, obtain feedback for continuous improvement, and support the development of new grant/contract processes, tools, and technology/database applications.
- **Program areas** to facilitate efficient processing of grants and contracts, coordinate training on business processes, and collaborate on projects and initiatives that address branch needs.
- **Stakeholders** to support various stages of the grant/contract management cycle, including verifying information for completeness and clarity, and providing details on project readiness and budgets.
- **Project Managers** to provide advice, guidance, and assistance throughout the procurement cycle, interpret policies and legislation, and deliver training, coaching, and mentoring.
- **Senior Management** to provide financial information, vendor statistics, recommendations, and insight into emerging trends.
- **The Public** to provide accurate and timely information on the RFP and tendering process via the APC system, and to respond to related queries and information requests.
- **Other Ministry Staff** to build collaborative working relationships and share relevant information.
- **Vendors** to resolve contract and payment issues, respond to inquiries, and provide required information.
- **Other Ministries**, including the Environmental Law Section of Justice and Solicitor General and Risk Management and Insurance, to ensure contracts include appropriate clauses.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

- 3 - 4 years of experience in public sector procurement
- Knowledge of trade agreements
- Knowledge of legislation and policies specific to GoA procurement

- Understanding of machinery of government decision-making
- Excellent verbal and written communication abilities
- Excellent attention to detail
- Knowledge of 1GX source-to-contract tools
- Ability to understand policy and process implications
- Ability to analyze information and make recommendations to find solutions based on findings
- Ability to anticipate and positively influence the actions of others
- Ability to manage competing priorities
- Ability to work independently as well as in a team environment
- Ability to exercise discretion and diplomacy in a highly sensitive environment
- Experience with IT systems such as a client registration and stakeholder management system
- record keeping experience to track interactions is an asset and
- Technical and writing skills to develop reports, track budgets and summarize information.

Behavioral Competencies

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	By viewing procurement, contracts, and grants as an interconnected system rather than isolated functions, organizations can streamline processes, reduce delays, improve compliance, and strengthen relationships.
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 impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain 	Able to adapt quickly and assess what changes may be needed to support a more efficient, smooth, or accurate process. Implements required efficiencies and continuous improvements, alerting others to potential unintended consequences. Provides solutions when changes may not go as proposed and works well with colleagues to ensure a best-fit solution is found.

		situations and creates a backup plan	
Drive for Results	○ ○ ○ ● ○	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission 	The position is required to achieve results on priorities despite ambiguity in processes, evolving challenges, and tight timelines.
Build Collaborative Environments	● ○ ○ ○ ○	<p>Works in an open honest manner with colleagues:</p> <ul style="list-style-type: none"> • Creates sharing opportunities • Actively shares, accepts and listens to others • Recognizes conflict, respects and discusses opinions openly • Supports group even to learn from mistakes • Recognizes differing interpretations 	Mutual support of team members and other stakeholders, as well as prioritizing joint problem-solving.