

Public (when completed)

Common Government

[Guide](#) [Benchmarks](#) [Competencies](#) [?](#)

New

Ministry

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Requested Class

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

Job Purpose and Organizational Context [?](#)

Why the job exists:

Contract & Procurement Consultant ensures that financial directives, policies, procedures and regulations are followed throughout the contract procurement process and that Contract and Procurement Specialists have access to relevant subject matter expert support throughout the contract's life cycle. It also supports the application of best practices, process consistency, and continuous improvements.

This is an integral position in the delivery and planning for Employment Services Branch. The Contract & Procurement Consultant supports the Procurement and Resource Management Team in ensuring alignment of proposed employment services investment with relevant policies and to develop and implement innovative solutions; development of processes, coordination and maintenance of key milestones in the annual cycle related to investment planning and resulting procurements, stakeholder engagement and reporting activities.

This position applies a comprehensive body of knowledge associated with procurement of services within the GoA including legislation, regulations, policies, business processes and data management systems.

Responsibilities [?](#)

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

and its' key stakeholders, and:

- **Contributes to the achievement of business and operational goals.**

- (1) Assists management in gathering data and information required for Action Requests when they pertain to the service provider agreements in the Zone.
- (2) Participates in operational planning, identifies activities and outputs, updates operational plans, and flags any risks and issues. Identifies issues, gaps and areas for improvements, ensures risks and risk mitigation strategies are adequately documented, provides input on any non-compliance issues and provides process and quality assurance during the contracting lifecycle
- (3) Maintains awareness of competition plan and overall timelines of agreements in place.
- (4) Creates and/or maintains the tracking database(s) to record adherence of Zone's key annual cycle milestones and financial targets. Supports the team to ensure the qualitative and quantitative reporting and/or system entries are timely and up to date. Captures and analyzes active projects data and prepares specialized reports.
- (5) Reviews and reconciles monthly contract and/or grant payments against financial reports, ensuring accuracy of coding and dollar amounts to avoid discrepancies, works with Finance to make corrections as required.
- (6) Provides support to the team responsible for processing financial transactions and performing reconciliation of financial systems, and to assist in preparation of external reporting for disclosure.
- (7) Responds to audit requests from Regional Finance (SCSS) and the Office of the Auditor General (OAG).
- (8) Enhances, upgrades, and maintains team's Share Point site and ensures all the information on the site is up to date. Leads the information management project for the team and data migration to SharePoint online.
- (9) Works closely with the ESB Business Enablement & Coordination team to coordinate the operationalization of new initiatives and champion change management within the team.
- (10) Promotes learning, development, and continuous improvement within the Zone.

- **Works closely with team members to assist with development, implementation and continual enhancement of effective and efficient use of policy and consistent and standardized business processes.**

- (1) Supports adoption and consistent utilization of standardized processes and practices.
- (2) Participates/represents the PRM team in continuous improvement projects related to launch/operationalization of new applications/ process. Circulates information to the team in a timely manner on project updates and any upcoming changes.
- (3) Identifies and mitigates risk and develops process related to enhancements in response to gaps identified, audit observations and best practices.
- (4) Provides advice to Administrative team and supports development of business processes for file storage of agreement documents, electronic and hard copy, ensuring they are stored/handled in a secure manner.
- (5) Consults with a wide variety of staff and stakeholders to identify emerging issues, problems, and opportunities for process improvements. Works closely with Contracting and Procurement Office (CPO) to develop and maintain appropriate monitoring checklists in accordance with best practices and contract/grant policies, coordinates, executes and

tracks procurement request submissions/approvals.

- (6) Supports Zone Leads in effectively enforcing the new business processes and steps by regular trainings and updates to the team.
- (7) Provides direction and guidance to the team whenever a new business process is introduced in the team, develops relevant training materials and provides/ facilitates training, updates process manuals and flow charts.

- **Collaborates and assists team with procurement of services.**

- (1) Posts solicitation documents and public tendered documents on Alberta Purchasing Connection System (APC).
- (2) Serves as SME for Supplier Enablement issues or questions as they arise, assisting Business Partners with registration, enablement and/or updating their information.
- (3) Participates in Service Alberta's APC Modernization project (everything being housed within 1GX rather than using APC) to facilitate the transition from APC to 1GX and implementation of any other IT/systems/processes transitions.
- (4) Ensures correct and current templates have been chosen prior to agreement finalization.

- **Completes maintenance reviews on agreement files in collaboration with team to ensure requirements are met and required documentation is on file; and applies quality assurance principles.**

- (1) Leads the review of agreements to ensure compliance with various legislation, policies and Acts that govern the work of the Zone.
- (2) Supports the Contract and Procurement Specialists by tracking compliance, to ensure agreements are delivered and tracked in compliance with the terms of the agreement.
- (3) Regularly and routinely reviews agreement folders for required content.
- (4) Coordinates the closing out of contracts and grants that have ended.

Problem Solving

Typical problems solved:

Reporting to the Manager, Procurement and Resource Management South Zone, the position is responsible and accountable for the application of best practices, process consistency, and continuous improvements.

Processes and priorities vary greatly and requests for best practices and tools are received from various stakeholders. The position works with minimal supervision within the parameters of established policies, processes and procedures. Typical problems to be solved include how to:

- Develop and define projects and initiatives.
- Identify deliverables and outcomes.
- Plan and sequence work required to reach desired outcomes.
- Identify project and program gaps that impact the achievement of strategic objectives.
- Monitor and evaluate projects progress against agreed upon milestones.
- Reviews and evaluates agreement documentation for compliance and provides advice and recommendations on addressing issues.

- Solves issues related to agreement drafting including use of current templates, key statements and general service wording in draft documents prior to agreement finalization.
- Identifies issues with business processes and produces solution recommendations.
- Reviews procurement compliance items and agreement requirements, notes concerns and formulates recommendations to Team.
- Works with team to respond to reporting or information requests when established processes are not in place.
- Assesses agreement reporting against performance indicators and collaborates with team to address issues and/or recommend potential action.

Types of guidance available for problem solving:

The position is responsible for ensuring compliance with relevant financial directives, contract and procurement policies, procedures and regulations and is supported by:

- Mentorship from leadership of the zone and contract & procurement specialists.
- Specialized knowledge and subject matter expertise from project participants.
- Employment Policy and Resources.
- Contract and Procurement Office
- Training resources
- Problems are solved within defined Business Processes as well beyond current practices.
- Problems are solved in a collaborative environment but also require individual initiative and assessment.
- The Contract and Grant Manual provides guidance related to key observances, links to information and outlines of practice.

Direct or indirect impacts of decisions:

Outcomes achieved impact directly ES Branch internal staff: having efficient practices in place which meet compliance will support consistent process flows and decision making.

The quality of decision making, collaboration, support and information provided in the process has direct and indirect impacts in the quality of work of the position and team members, and also affects the result's achieved by the Unit.

Key Relationships

Major stakeholders and purpose of interactions:

Zone Team (Contact and Procurement Specialists, Contract Assistants, Managers, Business Coordinator, Director)

- Assists with various business processes of the Procurement and Resource Management Unit.
- Applies subject matter expertise to assist team in maintaining alignment to defined business processes.
- Facilitates consistency across the unit.
- Maintains knowledge of information location and provides navigational support to team.
- Acquires, organizes and disseminates information.
- Analyzes and selects appropriate/relevant information to meet requests.
- Informs and educates other team members.

- Receives direction, input and feedback on priorities and scope of work.
- Responds to requests for information and assistance.
- Participates in evaluation committees

Provincial PRM (North Zone Team)


- Collaborates to evolve consistency.
- Provides information as requested.
- Receives input and feedback on process improvements.

Branches, Ministry & Other Departments

- Contributes to the success of branch operations and the department's business plan.
- Supports cross-branch, ministry and cross-ministry initiative.
- Provides information as requested.
- Receives input, direction and feedback.
- Acts as a Subject Matter Expert for PRM business processes.

Centralized Procurement Office (CPO)

- Provides information as requested.
- Receives input, direction and feedback.

Required Education, Experience and Technical Competencies 

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

If other, specify:

No specific degree requirements

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

Valuable experience, competencies, certifications, and training for this role include:

Project Management & Analytical Skills

- Project Management knowledge and experience .
- Strategic thinking and planning to develop, articulate and encourage commitment to new and adaptive processes.
- Experience conceptualizing and analyzing information and risks to make decisions in alignment with Ministry goals.
- Well-developed analytical skills involving new information and the ability to translate into strategic opportunities for clients and stakeholders.
- Ability to apply creative thinking and problem solving to address specific strategies and issues.
- Ability to maintain multiple templates and tools.
- Ability to coordinate across multiple programs and services.
- Self-management skills, including the ability to work independently and make independent decisions when issues arise.
- Excellent communication, interpersonal and writing skills.

Facilitation & Relational Skills

- Ability to facilitate and communicate with highly developed interpersonal and problem-solving skills.
- Ability to identify opportunities and champion a culture of adaptive responses to changing skills,

behaviour requirements and changes.

- Consultation, negotiation, influencing and conflict resolution skills in working with internal and external stakeholders with varying and at times conflicting perspectives, interests, expectations and priorities pertaining to desired outcomes.

Career Development Theory and Practice

- Experience providing front-line career and employment services to individuals (e.g. as a contracted service provider or as a Career and Employment Consultant within the Government of Alberta).
- Knowledge of emerging trends and issues related to the field of Career and Employment Development.
- Knowledge of Labour Market Information (LMI).

Superior computer skills including competencies in Word, Excel & SharePoint

Excellent communication skills and proven abilities working with communities, non-profits, cross-government and leadership teams.

Government Knowledge

- Knowledge of relevant acts, legislation and policies that impact branch activities within the division.
- High level awareness of issues facing the Ministry, as well as key stakeholders, client issues, internal practices and how to balance multiple priorities.
- Understanding of strategic priorities at the branch, division, ministry, and government-wide level.
- Knowledge of GoA Contracting and Procurement processes and regulatory framework.

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		
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Involves a wide group of stakeholders when working on outcomes:</p> <ul style="list-style-type: none"> • Involves stakeholders and shares resources • Positively resolves conflict through coaching and facilitated discussion • Uses enthusiasm to motivate and guide others • Acknowledges and works with diverse perspectives for achieving outcomes 	<p>PRM contracting cycles and corresponding milestones tend to involve a wide variety of stakeholders across the zone and beyond. Strong facilitation, collaboration, and conflict resolution skills are a must to achieve intended outcomes.</p> <p>Position requires well-developed interpersonal skills in relating to a broad cross-section of stakeholder</p>

			<p>Provides facilitation, consultation and guidance to team members.</p> <p>Represents the team on working groups requiring subject matter expertise.</p> <p>This position builds consensus and influences decision making.</p>
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Works in open teams to share ideas and process issues:</p> <ul style="list-style-type: none"> • Uses wide range of techniques to break down problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization 	<p>The CPC's role is to break down silos between different business areas, find and champion creative ideas from diverse voices, overcome entrenched means of doing things, and put forward new solutions.</p> <p>Reviews and makes recommendations for improving the work of the team.</p> <p>Presents innovated strategies for improved business processes.</p> <p>Thinking is guided by objectives which may have varying solution options available.</p> <p>Identifies potential risks associated with agreements prior to finalization and recommend specific ways to mitigate these risks.</p>
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 	<p>Incorporate requests from different stakeholders: Contract and Grant Review Committee, Finance, Management, Contract and Procurement Specialists, Auditors, etc to establish best practices and tools for procurement.</p>

		<p>perspectives</p> <ul style="list-style-type: none"> • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	<p>Analyze, summarize and interpret data which is utilized for evaluating results, investment planning and overall business success.</p> <p>Assist in the design and preparation of a variety of reports to be used in Unit Decision making.</p> <p>Recommend changes to existing systems to improve the efficiency and effectiveness of team / unit operations.</p> <p>Participate on special teams/working groups within the Unit / Branch/ Ministry to develop and implement various common systems or processes.</p>
<p>Agility</p>	<p><input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/></p>	<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 situations and creates a backup plan 	<p>Anticipates challenges from various stakeholders and develops mitigation strategies to lower risk of implementing different processes, tools, and procedures.</p> <p>Keeps well informed and shares information with other staff members.</p> <p>Applies knowledge and understanding of labour market trends and Ministry priorities.</p> <p>A strong ability to work on several diverse and complex tasks of varying length, from one day turnaround to several years prior to completion, effectively and efficiently.</p>

			<p>Able to respond to timelines, often under pressure.</p> <p>Supports the team in meeting changes to unit priorities, timelines and requests.</p>
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Benchmarks 

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

023PS62 - Career & Employment Consultant
 023PS73 - Industry Development Officer

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.

Employee Name	Date yyyy-mm-dd	
Supervisor / Manager Name	Date yyyy-mm-dd	
		<div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid black; background-color: #0070c0; color: white; padding: 5px 15px; border-radius: 3px;">Remove Signature</div> <div style="border: 1px solid black; background-color: #0070c0; color: white; padding: 5px 15px; border-radius: 3px;">Add Signature</div> </div>
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature
		<div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid black; background-color: #0070c0; color: white; padding: 5px 15px; border-radius: 3px;">Remove ADM Signature</div> <div style="border: 1px solid black; background-color: #0070c0; color: white; padding: 5px 15px; border-radius: 3px;">Add ADM Signature</div> </div>
ADM Name	Date yyyy-mm-dd	ADM Signature
		<div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid black; background-color: #0070c0; color: white; padding: 5px 15px; border-radius: 3px;">Remove DM Signature</div> <div style="border: 1px solid black; background-color: #0070c0; color: white; padding: 5px 15px; border-radius: 3px;">Add DM Signature</div> </div>
DM Name	Date yyyy-mm-dd	DM Signature