



Working Title:

Manager of Contracts and Procurement

Name:

Position No.:

Reports to Position No., classification and level:

Division, Branch/Unit:

**Children and Family Services – CID
Edmonton Region**

Present Classification:

Manager Zone 2

Requested Classification: *(if encumbered only)*

Position Summary:

Briefly describe the main purpose of the position, and why it exists for the most part.

Reporting to the Regional Resources Director and as a member of the Regional Management Team, the Manager of Contracts and Procurement, provides leadership and oversight of the planning, development, monitoring, and evaluation of contracting and procurement approaches and processes to support the delivery of high-quality services across the full breadth of social programs, client populations, and communities in the region.

The position is required to be sensitive and aware of the political nature of procurement and contracting and ensure that the process is managed in a way that is consultative and collaborative with regional community stakeholders and advocacy bodies. It will be essential that this position and its team have strong connections to finance, quality assurance, and management teams within and across child intervention services and to have strong knowledge of its programs. -Working closely with regional management team and various internal and external stakeholders, the position ensures that effective, efficient, and transparent procurement and contracting processes and activities within the region align with government, ministry and regional mandates, legislation, policies, procedures, and standards. In collaboration with the Regional Resources Director, the position is accountable for the planning, tendering, awarding, administration, monitoring, evaluation, and risk assessment /management of contracts and grant services spanning all Children and Family Services (CFS), Child Intervention Division (CID).

The manager leads and supports a team of contract professionals and administrative staff and is responsible for the effective management of and utilization of resources (human, fiscal, and systems). This manager will develop and maintain a network of collaborative business relationships with a wide range of stakeholders, including regional management and staff, service providers, community partners, other Ministries and governments, and Child Intervention individuals and families.

Primary Accountabilities/Responsibilities:

- 1. Accountable for leading and supporting the development, delivery, and evaluation of the procurement in the region including the regional strategic procurement plan (SPP).**

- In conjunction with the Regional Resources Director, support development of a regional SPP that incorporates regional trends, research, responds to diverse community needs, supports integrated service delivery, and is in alignment with provincial procurement direction and strategic planning.
 - Facilitate consultation with regional leadership and staff, and internal and external stakeholders
 - Research and development activities
 - Analyze evaluation and performance indicator data and performance outcomes
- Accountable for gathering /reporting on program results and key performance outcomes, through the procurement of targeted programs and services by developing, negotiating, and executing agreements with service providers.
- Ensure regional SPP is compliant and aligned with legislation, policies, and best practices.
- Ensure the regional SPP is effective and efficient re: regional budget.
- Working with Regional Resources Director, advise the Regional Leadership Team on a variety of procurement management issues and recommends strategies to address existing or emerging issues.
- Provides direction, guidance, governance and required approvals for procurement initiatives.
- Ensures monitoring, analysis, and reporting of SPP success indicators.
- In conjunction with the Regional Resources Director, provides direction on complex procurement initiatives that may require a high degree of political acumen and/or have a large number of associated risks.

2. Accountable for ensuring consistent, open, fair procurement and contracting processes and practices to support quality delivery of services, effective implementation and continuous improvement and ensure compliance to legislations, regulations, policies, contract law and best practices.

- Lead and direct regional procurement activities including monitoring relevant agreements to ensure they continue to meet program and regional needs, while being economical and efficient and ensuring that quality practices are used, standards are met, and risks are mitigated.
- Ensure procurements and contracting meet policy and legislation compliance, cost transparency, program alignment, and the acquisition of quality services that meet the region's need.
- Identify policy conflicts of provincial significance are identified, and recommendations are brought forward to the attention of the Regional Resources Director or other relevant ministry representatives (i.e. Central Procurement office or PPPD).
- Ensure all financial delegation requirement are met, Contract and Grant Committee and Deputy Ministry approvals on all sole source contracts are obtained and procurement activities are in alignment with government and ministry directives and delegation of authority for expenditures.

- Direct monitoring of contracts and grants during the year to ensure services are being delivered as required and to monitor and identify any trends and challenges in a timely manner.
- Provide direction on day-to-day operations of procurement and contracting including both electronic and non-electronic processes and procedures.
- Create and implement processes for continuous evaluation, monitoring and improvement in the effectiveness, efficiency and quality of service and programs provided.
- Provide consultation, recommendations, direction on contract and grant procurement and management practices, procedures, legislation, policy, regulations, and standards.
- In accordance with legislation, regulations, policies and procedures and contract law, identify, measure, and mitigate risk, manage dispute resolution, and escalation processes related to procurement and contract performance within a complex social and political environment.
- Ensure all procurement and contract files and documentation meet provisions of the approved records management policies, guidelines, and file standards.
- Identify and implement improvement strategies relating to procurements and reporting that align with stakeholder input, political initiatives, and operational plans.
- Lead and coordinate all requests from the Regional Leadership team, Ministry/Divisional staff, etc. relating to procurement and contracted services.
- Lead and support with negotiation, management, evaluation and monitoring of contracts and grants for compliance and quality of deliverables and outcomes.
- Monitor the implementation of and compliance with legislation, policies, and procedures to identify problem areas and makes recommendations for change or issues management.
- In conjunction with the Regional Management Team, is responsible for the development of the regional operational plan including procurement and contracting.

3. Accountable for developing, promoting, and maintaining effective regional, provincial, and stakeholder networks, linkages, and working groups relationships and strategies that maximize effective and consistent regional procurement and contract design, development, and implementation through increasing awareness, promoting collaboration and communication, on-going engagement, and issues management.

- Actively participates on Divisional Tasks Forces, Review and Policy Committees such as Provincial Contract and Procurement committee and Workgroups to review, influence, and inform provincial procurement and contract and grant practices, policies, and service delivery.
- Ensures provincial policy and program direction is implemented resulting in collaborative operational decisions within policy and legislative frameworks.
- Establish across regional networks with contract staff for purposes of regional consistency and alignment with provincial requirements.
- Develop strong collaborative relationships with regional leadership, management, and staff to support the planning and implementation of the strategic procurement of effective contract services.

- Ensure across regional/provincial networking, problem solving and develop of best practices to ensure regional supports provide a consistent experience for Albertans across the province.
- Provides/supports linkages with other ministries and community to ensure the quality of program information, referral, intake, and supports are provided in alignment with the provincial mandates, legislations, frameworks, and models.
- Where appropriate, maintain and develop partnerships with Delegated First Nation Agencies (DFNA) and Indigenous communities to better support children and families.
- In conjunction with Regional Managers, this position is a contributor to the development, implementation, and evaluation of regional internal and external stakeholder management and communication strategies to promote effective collaborative business relationship and ensure compliance with legislation and policy, developing more cost-effective methods of doing business and leveraging new and existing opportunities.
- Represent the region to key stakeholders, building strong linkages and ensuring cooperation and collaboration, where appropriate, to enhance the exchange of information, promote best practices, and enhance service delivery outcomes.
- Ensures current and emerging issues are identified and risk mitigation strategies are developed, implements, and evaluated, related to relationships across a large diverse stakeholder base.
- Acts as a regional liaison to the Central Procurement Office (CPO), to ensure the timely exchange of information and the region is informed of Government and ministry contracting policy, initiatives, and best practices.
- Provides advice to regional management on a variety of procurement and contracting issues and strategies, as required. Directs the preparation of formal responses, briefing notes, position papers, reports and business cases as is appropriate.
- As required, represent the region on ministry-wide projects and cross-government initiatives.

4. Accountable for the effective and efficient management of all human and budgetary resources allocated to procurement and contracting, ensuring equitable utilization, distribution, and allocation of budgets and staffing resources.

- Leading and managing a team of contract staff who are responsible for effectively procuring, managing, and administering contracts and grants across a wide breadth of social programs, populations, and communities.
- Leads budget planning and allocation methodologies and human resource planning for the contracting team.
- In conjunction with regional leadership and finance team, this position is responsible for the management and forecasting of contracting budget.
- Leads, supervises, and develops a team of contract professional and administrative staff. Supervisory duties include assignment of work, creation of supportive workplace, development and evaluation of performance agreements, approval of leave, response to grievances, and initiation of discipline processes.

- Ensure staff are trained on programs, procurement, and contracting trends, processes, trends, issues, and best practices.
- Leads team through the entire procurement and contracting process to achieve results in alignment with operational plans and provincial policies and standards.
- Ensure the administrative functions are delivered in an efficient and consistent manner in adherence to administrative and human resource policy, legislation, Collective Agreements, and Directives
- Develops, enhances, and maintains a safe and healthy workforce through:
 - balanced workloads, supporting work-life balance.
 - modeling and requiring professionalism, excellence, and respectfulness,
 - support of career development (i.e. mentoring, training, project opportunities, etc.),
 - knowledge of trends and development in Occupational Health and Safety
- Management of funds allocated to support ongoing team operations, manpower, and supplies.
- Coverage for the Regional Resource Director, as required.

Knowledge/Experience/Competencies:

Include information on required education along with identifying the most important areas of knowledge, specific training and type of experience required for the position. [Insert Link to writing guide] Critical competencies (technical and behavioural) required to do the work should be included – please reference the APS Competency Model [hyperlink APS competency model]

Knowledge:

In- depth knowledge of:

- Contract management and procurement, including GOA and Children and Family Services specific approach to contracting and procurement.
- Current management and leadership theories including serving individuals with intensive complex needs, financial, human resource, and strategic planning theory and practice.
- Relevant legislation governing the Alberta Public Service, Children and Family Services programs and services, and other related Government programs and services.
- Detailed understanding of mandated programs.
- In-depth knowledge of community and government resources.
- Mediation, problem solving, and conflict resolution.
- Risk assessment and mitigation approaches and solutions.
- Research, analytical, and evaluation approaches.

Good understanding of:

- The legislative and regulatory frameworks, policies, directives, and case management practices of the programs and services related to providing child intervention and adoptive services.
- Human Resource management issues within a unionized environment.

- Community resources, trends, strengths, and key stakeholders.
- Change management theory and practice.
- Project management theory and practice.

Experience:

Demonstrated ability in:

- Leadership of complex delivery programs across multiple geographic sites.
- Relationship building, networking, influencing, and negotiating.
- Exercising a high degree of independent and integrated decision making.
- Dealing with urgent, politically sensitive, and significant issues management.
- Working with Indigenous, multi-cultural agencies and communities.

Competencies:

(All leadership roles require demonstration of the leadership capabilities of judgement, political acumen, leadership and senior management):

- Drive for results, strategic planning, creative problem solving, and develop networks.

Primary Relationships/Contacts:

Identify primary internal and/or external clients, partners and stakeholders with whom your position communicates relevant to the primary purpose of the role. Indicate the frequency, purpose and nature of the contact [hyperlink writing guide]

Clients	Frequency	Nature/Purpose of Contact
<p>Internal:</p> <p>CFS – CID Regional Executive Directors, Regional Management and delivery and administrative staff</p> <p>CFS - CID policy leaders and staff (PPPD)</p> <p>CFS - CID Procurement and Contracting Unit (i.e. PPPD)</p> <p>HR, Finance, Communication, Accommodations, Infrastructure.</p> <p>Central Procurement Office.</p>	<p>Regular and On-going</p> <p>Monthly</p>	<ul style="list-style-type: none"> ○ To oversee the region's contracting and procurement related activities, ensuring issues are communicated and Albertans accessing programs and services experience a seamless and consistent level of service across the province. ○ Develop extensive working relations between management and staff. ○ Input and recommendations regarding policy, tools, templates, and training. ○ Input and recommendations regarding provincial approach/planning of procurement. ○ CID Strategic Procurement planning and implementation. ○ Electronic operation of procurement and contracting ○ Provincial Procurement and Contract COP

<p>External: Other ministries, municipal governments, Alberta Health Services, police services, First Nations, Metis, Inuit and urban aboriginal agencies, regional contracted service providers, or other organizations providing regional services such as non-profit organizations.</p>	<p>As needed</p>	<ul style="list-style-type: none"> ○ To implement and align a collaborative approach to contracting and procurement in the region. ○ Monitoring and delivery of contracted services. ○ Joint problem solving and issue resolution, ensure understanding of CFS directions, initiatives, and priorities. ○ Understand the issues, trends and concerns arising within communities of the region.
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