# Update

Ministry

## Describe: Basic Job Details

### Position

Position ID

Position Name (200 character maximum)

IT Procurement Analyst

Current Class

Program Services 3

Job Focus

Corporate Services

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

### Employee

Employee Name (or Vacant)

### Organizational Structure

Division, Branch/Unit

TSO, IT Procurement

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

IT Procurement Manager

Supervisor's Current Class

Manager (Zone 2)

## Design: Identify Job Duties and Value

### Changes Since Last Reviewed

Date yyyy-mm-dd

2025-07-18

Responsibilities Added:

- Updated to include both Goods and Services procurements

Responsibilities Removed:

**Job Purpose and Organizational Context**

Reporting to the IT Procurement Manager, the IT Procurement Analyst is responsible for the successful management of procurement projects and contracts within their portfolio. Within the IT Goods and Services Procurement (ITP) team, the IT Procurement Analyst is focused on providing value to business partners through effective outcomes from procurement activities. The IT Procurement Analyst develops, and executes procurement tasks and contracts. This position assists on projects at any level of complexity and includes development and mentoring of IT Procurement Officers.

The IT Procurement Analyst, within the oversight of the IT Procurement Manager, communicates with stakeholders at all levels of the organization, as required, and provides ongoing facilitation and monitoring of procurement activities, in compliance with trade agreement obligations. 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 participate in procurement and contract planning to ensure the highest level procurement standards are achieved and maintained by:**
- Contributing to the execution of assigned plans (e.g., Consolidated Maintenance and Support Plan, Contingent Labour Plan).

- Contributing to the execution of assigned procurement vehicles (e.g. PQRs, standing offer, Enterprise License Agreements)

- Participating in the procurement planning and renewal process to completion.

- Participating in the execution of cross-GoA and jurisdictional procurement initiatives.


**Understanding and participating in IMT Procurement to ensure best practices and efficiency by:**
- Leading and executing simple and moderate IT procurement activities.

- Supporting complex IT procurement activities.

- Monitoring and assisting in the management of the status of IT procurements through a variety of reporting tools.

- Tracking and ensuring reviews through all stages of the procurement.

- Contributing to the development and execution of innovative methodologies to maximize procurement agility.

- Contributing to the optimal outcomes from needs assessment as outlined by IT Procurement Manager.

- Assisting with the management of ongoing methodology of supplier/vendor governance and contract strategy.

- Ensuring compliance and alignment with trade agreements, standard procurement legislation, policy, and processes.

- Contributing to the developing and execution of procurement roadmaps from stakeholder engagements.

- Supporting negotiations 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, procedures, documents and templates.

- 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 Officers by:**
- Supporting successful resolution of issues and escalations.

- 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 IT Procurement Specialists, 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 business partner, working closely to proactively identify and suggest strategies to address potential issues prior to escalation.

Types of guidance available for problem solving:

This position requires the ability to leverage existing guidance and directives, and apply professional judgment to propose solutions to 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 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 IT goods and services they require to efficiently and effectively deliver on their respective mandates. The IT Procurement Analyst'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 within ITP; to provide context and clarification to support business partner business decisions. Subject matter experts include Legal Services and RMI.

- – Vendors: To act as the escalation point for issues relating to IT Procurement; to provide leadership and direction to vendors where appropriate; to set expectations for vendor relationships.

- – Business partner: To provide consultative services to business partners.

- – Senior Management and Executives: To provide contract and vendor status updates to management on ongoing projects; 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:

Positions at this level interact with a team of professionals in department- and government-wide initiatives. Knowledge of Procurement, Contract and Supplier Relationship Management is required to be successful in this position. Information Technology and Project Management methodologies are considered an asset.

Education and Experience:
Training or certification in a related field such as procurement and contract management, business administration or information technology, combined with a minimum of 2 years related experience in a Supplier Management capacity will be considered an asset. Equivalencies will be considered.

Understanding of technology and project management methodologies are considered an asset.

Knowledge:
- Procurement, consultation, negotiation and contract management.
- IT operations, project integration, ministry support, application support, supplier 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:
- Leadership and organizational skills.
- Ability to work well in a team environment
- 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, SharePoint, SAP, Ariba).

## Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

| Competency | Level<br>A  B  C  D  E | Level Definition | Examples of how this level best represents the job |
|---|---|---|---|

| | | | |
|---|---|---|---|
| Agility | ○ ◉ ○ ○ ○ | Works in a changing environment and takes initiative to change:<br>• Takes opportunities to improve work processes<br>• Anticipates and adjusts behaviour to change<br>• Remains optimistic, calm and composed in stressful situations<br>• Seeks advice and support to change appropriately<br>• Works creatively within guidelines | This position relies on the ability to prioritize and manage time effectively to meet deadline constraints. |
| Build Collaborative Environments | ○ ◉ ○ ○ ○ | Facilitates open communication and leverages team skill:<br>• Leverages skills and knowledge of others<br>• Genuinely values and learns from others<br>• Facilitates open and respectful conflict resolution<br>• 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 | ○ ◉ ○ ○ ○ | Works to exceed goals and partner with others to achieve objectives:<br>• Plans based on past experience<br>• Holds self and others responsible for results<br>• Partners with groups to achieve outcomes<br>• Aims to exceed expectations | This position is required to apply knowledge of business areas and supplier environment and the ability to make effective decisions based on knowledge at hand. |

**Benchmarks**

List 1-2 potential comparable Government of Alberta: Benchmark

Employment Standards Officer, Labour (023PS63)
Technology Development Officer, Economic Development and Trade (023PS36)