

New

Ministry

Municipal Affairs

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Procurement and Contracts Analyst

Requested 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)

Vacant

Organizational Structure

Division, Branch/Unit

Deputy Minister's Office, Fin Ops and Acct

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Manager, Procurement and Contr

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Financial Operations and Accountability unit supports the goals and objectives of the Ministry through playing a leadership role in governance, accountability, and procurement and contract management activities.

Reporting to the Manager, Procurement and Contracts, this position provides comprehensive services relating to the procurement of diverse goods and services for the Department of Municipal Affairs. As a corporate contact for procurement and contracts, the Procurement and Contracts Analyst collaborates with Department representatives to ensure their procurement requirements are clearly identified, procurement options are explored and clarified; appropriate procurement methods are selected and approvals obtained; and associated contracts are appropriately executed and managed.

In addition to providing consultation and advice relating to all aspects of procurement and contract management, this position is relied on to administer procurement and contracts records for the Department. The position supports the department with 1GX Supply Chain Management (SCM) and other 1GX software including management of vendor records, trouble shooting, and training, and assists with the implementations of new processes in 1GX.

The Procurement and Contracts Analyst builds and maintains effective working relationships with representatives of all business areas, other department officials and outside vendors to facilitate the development, implementation, and continual enhancement of an effective and efficient procurement program and best practices for the Department.

Reporting to the Manager, Procurement and Contracts, the Analyst works within the framework of relevant legislation, regulations, policies and procedures.

Responsibilities

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

Provides sound advice on the acquisition of goods and services required for the delivery of Department programs in compliance with applicable legislation, regulations, policies, procedures, and trade agreements.

- Provides Department representatives with guidance and assistance in defining requirements prior to tendering or purchasing goods and services.
- Collaborates with Department representatives to ensure appropriate approvals are obtained, procurement methods utilized, and best practices are followed.
- Assists divisions with the strategic sourcing opportunities including the establishment of supply arrangements for frequently purchased items to enable business areas to order goods directly from vendors at pre-determined prices and in accordance with established terms and conditions.
- Collaborates with the Manager to develop, draft and update Department policies and procedures for the procurement of goods and services, including active maintenance of the Department's procurement policy to ensure fair and equitable approaches to all aspects of procurement.
- Identifies shortfalls and concerns pertaining to Department procurement policies, systems, processes, procedures, terms, and conditions; develops recommended solutions to support continual enhancement of procurement program.

Provides comprehensive user support for the 1GX Supply Chain Management (SCM), ensures compliance with applicable policies and procedures, and enhances the system's effectiveness and coordination.

- Provides training and communicates information relating to the 1GX SCM Ariba, responds to enquiries, and assists users to create requisitions for products and services within the system.
- Defines requirements with Department representatives to ensure the appropriate SCM roles are selected and applied to user profiles in 1GX.
- Liaises with all divisions to ensure Purchase Orders are generated to achieve the contractual requirements.
- Runs department exceptions reports and collaborates with affected Purchasing Users to ensure exceptions are resolved in both Ariba and S4/Hana.
- Gathers information and runs queries for on-going reporting requirements (i.e. Department Contracts report for Executive Team).
- Creates Contract Workspaces and amendments in the Ariba system on behalf of divisions to ensure long term contract related invoices are paid and tracked through 1GX.
- Supports Department Suppliers with Ariba advice and enablement as required.

Supports the Department's Contract Review Committee (CRC)

- Receives divisional procurement/contract submissions through ARTS, reviews submissions, discusses submissions and any potential issues with the Manager, Procurement and Contracts, obtains clarification as required, tracks and circulates the submission for CRC review.

- Maintains Department CRC records to ensure compliance with applicable policies and processes.
- Prepares annual reports of CRC submission review, procurement methods and decisions.
- Supports ARTS functions to ensure CRC requests are properly routed.
- Maintains the Department's CRC SharePoint site to ensure relevant documentation and information is readily available to business areas.

Provides support to the Manager, Procurement and Contracts, to the Financial Operations and Accountability unit and to the Financial Services Branch in achieving the mandate of the Branch and the Department.

- Tracks Department contracts to ensure applicable trade agreement reporting requirements are met both quarterly and annually.
- Assists with the development and delivery of Department procurement and topic specific training sessions annually and bi-annually.
- Collaborates with the Manager, Procurement and Contracts to ensure enhancements to procurement process are developed and communicated to Department representatives.
- Develops procurement desktop procedures to ensure full coverage of key corporate procurement activities.
- Participates in teams for designated projects and initiatives, including coordinating activities of Department, Government and service providers as required.
- Researches new technologies and best practices, promoting adoption of innovative approaches to meet procurement requirements of business areas.
- Represents the unit and Branch on Department and external working groups and committees with diverse mandates and responsibilities as required.
- Perform other related functions as required.

Ensures data integrity of key ministry IT systems related to procurement and contracts management through provision of systems administration and help desk support.

- Ensures adequate processes are in place to monitor and report on Department's contracts, contract payments, and contractual obligations.
- Creates, publishes, and monitors contract workspace in 1GX to ensure data integrity of contract workspace with signed contracts.
- Reviews contract payments on a regular basis to ensure contract payments are processed through the Purchase Order process as per departmental Procurement Policy.
- Supports successful development and implementation of upgrades to the 1GX SCM system and creates applicable procedures for Municipal Affairs staff.
- Identifies training requirements, develops training as required, and delivers training sessions to Ministry end users of Electronic Payment System (EPS), SCM, SAP Concur, SAP Fieldglass, and other 1GX modules related to procurement and contracts.
- Administers vendor account data in EPS to ensure data integrity and supports related reviews and projects initiated by Service Alberta and Red Tape Reduction (SARTR). This includes leading and coordinating mass updates in EPS resulting from GoA reorganizations and staff changes.
- Reviews Procurement Card requests and coordinates Pcard requests submissions to SARTR.
- Perform help desk functions for ministry users of EPS, SAP Concur, Ariba, SAP Fieldglass, Vendor Invoice Management (VIM), and other related 1GX modules.

- Manages Business Partner data for the Ministry including coordination, training and advice to business areas, and leading the overall Business Partner management process for the Ministry.

Problem Solving

Typical problems solved:

This position provides comprehensive services and consultation essential to the delivery of the Department procurement services. The Procurement and Contracts Analyst is expected to identify and assess issues with the potential to impact the effectiveness and efficiency of the procurement function and related processes, as well as develop related recommendations and solutions for consideration by senior Department decision-makers. This position has an integral role in developing processes and procedures that support the continual enhancement of a fair and equitable approach to procurement that not only reflects business area requirements but also is in alignment with Department and Government policies and standards.

In addition to collaborating with Department representatives to understand their requirements for goods and services, the Analyst must be able to review and advise on the development of clear, detailed, and well defined legal solicitation documents such as RFIs, RFPs and RFQs. The complexity and diversity of issues dealt with, including multiple contracts and procurement options; diverse goods and services required for Department operations; and a widely distributed workforce, results in the need for strong problem solving skills and the ability to collaborate effectively with a variety of stakeholders.

Types of guidance available for problem solving:

This position works within the parameters of established policies and guidelines and with the Manager, Procurement and Contracts providing general guidance as to how work will be done. Work is reviewed for the quality of analysis, recommendations, and solutions provided and judgment demonstrated. The accuracy, timeliness, and comprehensiveness of services and information provided to business areas is of critical importance, as is the effectiveness of working relationships established with the wide variety of clients, service providers, and stakeholders. Any errors in interpretation or incorrect advice by the Analyst could lead to significant legal issues for the Department and GOA and result in costs to mitigate.

Direct or indirect impacts of decisions:

The Procurement and Contracts Analyst functions with considerable independence to determine priorities and areas of focus. This position is expected to consult with the Manager, Procurement and Contracts on matters with potential for significant impact on business areas; re-allocation of resources; or financial considerations. The incumbent is expected to recognize and analyze situations of potential legal non-compliance and consult with the Manager, management and appropriate subject matter experts (SMEs) to work collaboratively on solutions.

Key Relationships

Major stakeholders and purpose of interactions:

- Ministry staff - provide advice and guidance on contract, procurement and Contract Review Committee policies and procedures. Follow-up on status as required.
- Management - provide status/information reports, identify and resolve issues and receive and facilitate direction to ministry staff as required.
- Service Alberta and Red Tape Reduction (SARTR), Risk Management, Legal Services and the MASH Sector (Municipalities, Academic Institutions, Schools, and Hospitals).
- Other Procurement areas within the Government of Alberta.

Required Education, Experience and Technical Competencies

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

If other, specify:

University graduation in a related field

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

- The position requires a deep understanding of public procurement, including theories/principles of this specialized discipline and the ability to clearly communicate and provide direction and advice to staff and stakeholders.
- An in-depth understanding is required with tender/contract law, risk management and applicable trade agreements.
- Extensive understanding of the administrative practices in managing all aspects of public procurement responsibilities such as the Government of Alberta's (GoA) electronic tendering system Alberta Purchasing Connection and 1GX including the SCM module, Ariba, Concur, etc.
- Knowledge of other areas such as information technology, business planning and project management is an asset.
- An understanding of the role, responsibilities and authority of the corporate purchasing body within the GoA is required as well as an understanding of the Freedom of Information and Protection of Privacy Act (FOIP) and how it impacts the public procurement process.
- The incumbent must have strong negotiation, communication (interpersonal, verbal, and written), facilitation, conflict management and project management skills. As well, the incumbent must be able to "think outside the box" and have RFP/evaluation/contract development skills.
- Must have knowledge of GoA contracting processes for service procurement practices.
- Experience in preparation of procurement documentation is desirable.
- Experience in facilitation and/or participation of training materials is desirable.

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		
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Engages the community and resources at hand to address issues: <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	The incumbent engages with program staff, subject matter experts and department colleagues to seek advice, share learning and contributes to effective changes while ensuring best practice adherence.
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Identifies and manages required change and the associated risks: <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains 	The incumbent works with program staff to understand/identify the potential impacts and desired outcomes of each procurement project and must be able to

		impact of changes <ul style="list-style-type: none"> • 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 	anticipate issues and identify creative solutions to reduce risk to achieve the desired objectives within the established framework and process.
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Collaborates across functional areas and proactively addresses conflict: <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	The incumbent must demonstrate strong communication skills to build collaborative working relationships with procurement divisions, technical experts, and departmental colleagues, fostering trust, active engagement, and reliability.

Benchmarks

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

No related benchmarks available

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	Employee Signature
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature