

Working Title Procurement Manager		Name	
Position Number	Reports to Position No., Class & Level	Division, Branch/Uni	Ministry Service Alberta
Present Class		Requested Class	Levels to Deputy Minister (Not including incumbent level)
Dept ID	Program Code	Project Code (if applicable)	

**POSITION SUMMARY:** Briefly describe the main purpose of the position, and why it exists for the most part (See PP [Slides 27-31](#)).

The Procurement Services Branch provides guidance and expertise to the enterprise on open and transparent procurement practices, while working closely with all ministries to meet their purchasing needs, provides procurement options that meet our public procurement obligations resulting in acquisition of high quality, cost effective goods and services. Procurement Services also provides services related to warehousing services and surplus sales, inter-provincial trade, vendor relationship management, data analysis and reporting.

Within Procurement Services, Corporate Purchasing is responsible for the procurement of goods and associated services valued in excess of \$10,000 on behalf of all ministries as mandated in accordance with the Government Organization Act, the Direct Purchase Regulation and the Direct Purchase Administrative Practices. This unit is responsible for approximately 300 mandated procurements annually, in addition to establishing and maintaining approximately 200 government-wide and ministry specific standing offers and blanket contracts. The majority of these contracts are also available for use by other Municipalities, Academia, Schools and Health (MASH) sector entities and many have outward facing public impact (e.g. Alberta Aids to Daily Living Program contracts for goods used by Albertans).

Reporting to the Director, Corporate Purchasing, the Procurement Manager:

- leads a team of specialized procurement professionals to meet the procurement needs of the Government of Alberta (GoA);
- manages the procurement and contracting process;
- provides leadership and specialized expertise to staff, working teams, GoA ministries, MASH Sector entities, Agencies, Boards and Commissions, cross-jurisdictional contacts and vendors; and
- acts as a knowledge expert providing advisory services to ministry clients and GoA leadership.

**SPECIFIC ACCOUNTABILITIES:** List the most important end results or outcomes (not duties) of the position and how they are achieved. Each end result shows what the position is accountable for, within what framework and what the added value is. Normally a position has 4-6 core end results. For each end result approximately 4-6 major activities should be described (See PP [Slides 19-26](#)).

The Procurement Manager is responsible for, either individually, or through a team of specialized procurement professionals:

- managing the procurement and contracting process for the acquisition of goods and associated services on behalf of all GoA ministries as mandated and in accordance with all applicable trade agreements;
- strategic sourcing including the application of category management strategies by providing guidance and advice on how to move through the following five steps:
  - Baseline – understand business requirements, spend and external market elements;
  - Strategize – create a long term category plan and “go-to-market” approach;
  - Engage – decide on the most appropriate RFx and negotiation strategy;
  - Deliver - operationalize supplier agreements and update processes; and
  - Evolve – monitor the market, improve external supplier performance and track benefits.

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- managing the procurement process for purchasing of goods and associated services from sourcing request to Purchase Order as well as all Government-wide and ministry specific standing offer/blanket contracts , including but not limited to:
  - assignment of the requirement/sourcing request;
  - development of the appropriate solicitation document (Request for Quotes, Request for Proposals, Notice of Proposed Procurement, Prequalification Request, Request for Comment, Request for Information, etc.) utilizing client's specifications;
  - posting of the tender document on Alberta Purchasing Connection/Ariba and dealing with any vendor inquiries and conducting site visits, if applicable;
  - conducting a detailed evaluation of the responses and/or facilitating the process where the evaluation is done through an evaluation team;
  - conducting vendor debriefings and short-list presentations;
  - reviewing file and approval of the award in accordance with defined signing authority levels;
  - developing, negotiating and executing the contract and any other applicable documentation (E.g. escrow agreements, lease agreements, etc.);
  - follow up for Purchase Orders including resolution of contract issues, as required; and
  - for standing offer/blanket contract, contract/vendor management, project management, maintenance, processing of formal amendments and resolution of contract issues over the life of the contract and taking appropriate action if required for contractual non-compliance, including termination.
- providing consultative and advisory services to ministries and other jurisdictions to general inquiries pertaining to contract law, procurement and contracting relative to the Government Organization Act, the Direct Purchase Regulation, Direct Purchase Administrative Practices. The Procurement Manager is named as a knowledge expert within Procurement Services;
- responding to vendor inquiries and providing consultative services and advice on how to do business with the GoA. This includes offering vendor information sessions to educate vendors on GoA tendering processes and requirements in order to enhance vendor participation, compliance and performance;
- to recognize changes in policy, best practices or identified efficiencies, the Manager is responsible for:
  - the development and maintenance of standard procurement templates;
  - maintenance and updates to Terms and Conditions and Policy & Procedures Manuals and other procurement – related documents;
  - identification, design and delivery of educational/instructional material to GoA ministries relating to procurement/contracting best practices and the tendering process through conducting information sessions, communications, websites (e.g. XNet), and tools; and
  - proactively applying experiences from previous procurements to provide insight and improve subsequent procurements.
- managing operations and ensuring the productivity of their team, updating process and procedures in an effort to continuously improve efficiency and value, including reporting on day to day operations, timelines and schedules of work underway;
- supervision, direction, leadership, staff development/mentoring and assignment of specific procurements to a team of specialized procurement professionals and acting as the first escalation point with freedom to act with respect to contract dispute and vendor resolution; and
- preparing or providing input for Briefing Notes for Senior Management/Executive.

Managers may be named as co-defendants in lawsuits against the GoA. In the event that proper procedures were followed, at the first court appearance, the GoA would ask that the Manager's name be removed from the suit. However, the facts in the specific situation could have an impact on the Manager's liability.

**KNOWLEDGE/EXPERIENCE:** Include a list of the most important knowledge factors, including knowledge about practical procedures, specialized techniques etc. not only diplomas and degrees. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (See PP [Slides 32-36](#)).

This position requires a strong understanding of public procurement, including theories and principles of this specialized professional discipline and the ability to clearly communicate and provide direction/advice to staff and stakeholders at various levels. Extensive familiarity with contract/competitive bid law, risk management and insurance, as well as all applicable trade agreements. Knowledge of other specialized business areas is required (e.g. specific commodity knowledge, project management, category management, leadership/supervisory skills).

Knowledge required:

- applicable acts and regulations (e.g. FOIP) and how it impacts public procurement processes
- contract/competitive bid/business law
- understanding the role, responsibilities and authority of the Corporate Purchasing body within the GoA (E.g. Direct Purchase Regulation and Direct Purchasing Administrative Practices)
- in-depth understanding of all applicable trade agreements
- purchasing/materials management/supply chain management methods and practices
- project management
- category management
- concepts of leasing and escrow
- understanding of the business requirements of the GoA ministry
- information technology concepts
- extensive understanding of administrative practices in managing all aspects of public procurement responsibilities (e.g. use of Enterprise Resource Planning, electronic tendering system, Procurement Accountability Framework, Procurement Accountability Framework Manual).

Skills required:

- extensive working knowledge of public procurement, including theories, principles and methodologies
- analytical/problem solving and decision making skills
- working knowledge of category management theories, principles and methodologies
- strategic thinking
- leadership/supervisory/performance management
- excellent communication – verbal, written and presentation
- negotiation
- consultation
- project management, contract management/vendor management/performance management
- conflict management
- mentoring/training/educating
- ability to influence others
- time management/multi-tasking/attention to detail
- business acumen
- client service focused

Education/Training required:

- University degree or equivalent combination of education and work experience
- pursuit or maintenance of a professional purchasing designation/certification (e.g. SCMA or NIGP)

Work Experience required:

- leadership and management experience in a service oriented procurement environment including experience in major procurement projects;
- experience leading a team of specialized professionals

**LEADERSHIP AND BUSINESS KNOW-HOW:** Specify the level of coordination, organization and leadership required to produce the results expected of the position. Provide recent examples (See PP [Slides 37-39](#)).

The Procurement Manager leads a team of specialized procurement professionals, therefore must have a solid background in both procurement and management. The job requires the Manager to coordinate their work, as well as the work of others in the work group, unit or for a specific project. As such the following is required:

**LEADERSHIP AND BUSINESS KNOW-HOW:** Specify the level of coordination, organization and leadership required to produce the results expected of the position. Provide recent examples (See PP [Slides 37-39](#)).

- coordinating the work of staff, clients, legal/risk management in the procurement process from the development of solicitation documents (e.g. RFI, RFQ, RFC, NPP, PQR, RFP, etc.) up to execution of contracts for goods and associated services as well as contract maintenance and vendor management;
- developing procurement procedures, guidelines and methodologies;
- providing consultative services utilizing extensive specialized procurement and contracting expertise to staff; GoA ministries; MASH sector entities; Agencies, Boards and Commissions; other jurisdictions and vendors;
- developing and maintaining standard procurement and contracting documents;
- coordinating work/staff teams focused on government-wide initiatives related to procurement and contracting;
- providing advisory services as a knowledge expert; and
- leading, motivating, mentoring and developing staff to ensure all procurements are in accordance with legislation, all applicable trade agreements, and that risk to the GoA is balanced with meeting customer's business needs while achieving best value for the GoA.

**PROBLEM SOLVING:** Describe difficult or challenging situations the position is typically expected to solve and the assistance available (See PP [Slides 40-42](#)).

Working within established procurement policies and procedures, the Manager must:

- provide unstructured and creative approaches to complex problems and challenges;
- provide situational analysis and development of solutions to address specific challenges to meet objectives;
- apply professionalism and influence when dealing with clients, technical experts, knowledge experts, business management and subject experts during the procurement process;
- use common sense and good judgement to ensure that procurements are managed in accordance with legislation, applicable trade agreements, GoA policies and procedures, while still offering sufficient flexibility to ensure that the client's business needs are being met, balanced with fairness to the vendor community, transparency, accountability, mitigation of risk and ensuring best value to the GoA;
- manage expectations from clients and vendors to develop more timely and effective means of contracting; in this demanding environment, value-added services, innovation in procurement methodology and development of solid client/vendor relationships is continually required;
- as the first escalation point, recommend the direction or action to be taken in response to client or vendor complaints, resolve any contractual issues with vendors, either formally or informally, as well as provide advice/information to Senior Management addressing unpredictable inquiries or comments from the public. While resolution is generally achieved at the Manager level, Senior Management, legal services, risk management, knowledge experts and clients are available to consult, when deemed appropriate.

**RELATIONSHIPS/CONTACTS:** Identify internal and/or external clients, partners and stakeholders with whom your position has the most influence and indicate the frequency, purpose and nature of the contact (i.e. how they are affected by recommendations, decision-making and action(s) taken) (See PP [Slides 43-45](#)).

Clients	Frequency	Nature and Purpose of Contact
Internal		
GoA ministries/client teams GoA agencies, boards & commissions	Multiple contacts daily via virtual meetings, telephone, email and in person	Assessment of needs Advisory services Commitment to approach Information exchange/sharing Issue/problem resolution Response evaluation
Legal and Risk Management advisors		Issue resolution Information exchange Risk assessment Coordination of outcomes
Senior Management		

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Clients	Frequency	Nature and Purpose of Contact
		Information sharing including preparation and or input to Briefing Notes and responses to Action Requests Advice/recommendations
External  Federal/Provincial/Municipal Governments  MASH Sector  Suppliers/Contractors  Manufacturers	Multiple contacts monthly via virtual meetings, telephone, email and in person      Multiple contacts daily via virtual meetings, telephone, email and in person	Problem resolution Coordination of outcomes Information exchange/sharing   Information exchange Confirmation of compliance/authorization Problem resolution/contract management Debriefing

**IMPACT AND MAGNITUDE OF JOB (SCOPE):** Identify how the position directly affects results, and the extent to which stakeholders are affected by the outputs. Provide recent examples (See PP [Slides 46-48](#)).

The GoA as a whole, individual ministries; stakeholders outside of the GoA, including MASH Sector entities, other jurisdictions, Albertans and the vendor community are all affected by the outputs resulting from this position.

- approximately 300 mandated procurements annually, with an overall value of ~\$60 million.
- approximately 200 diverse and complex Standing Offers, Blanket Contracts with an annual value of approximately \$130 million, which affect all GoA ministries; MASH Sector entities; Agencies, Boards and Commissions; other jurisdictions and other stakeholders who utilize these agreements. In addition some have further outward facing public impact (e.g. Alberta Aids to Daily Living Program contracts for goods used by Beneficiaries who are citizens of Alberta).

Resource intensive procurement projects resulting in long terms contracts for the government-wide provision of goods and associated services affects GoA ministry financial situations (by impacting their costs) as well as their productivity and efficiency in delivery of their programs (e.g. Education, Children's Services, Justice, Solicitor General).

Procurements involving the enhancements of standard contract and other procurement documents affect the risk position and liability of the GoA.

**CHANGES SINCE LAST REVIEW:** What significant changes have occurred in your job, from the last review (See PP [Slides 49-50](#)).

N/A

**COMPARABLE POSITIONS:** List comparable GoA benchmarks (See PP [Slide 51](#)).

**ORGANIZATION CHART:** A current organization chart that includes supervisor, peers and staff MUST be attached. Include whether employee is permanent, wage, temporary or contract and indicate position numbers (See PP [Slide 52](#)).