

Public (when completed)

Common Government

Ministry

Infrastructure

## Describe: Basic Job Details

Position Name (30 characters)

Alt. Contracts and Procure Spe

Class

PS3 - Market Adjustment

Supervisory Level

00 - No Supervision

## Design: Identify Job Duties and Value

### Job Purpose and Organizational Context

Why the job exists:

The Strategic Partnership and Learning Facilities is a division that leads the assessment and procurement processes for a wide range of infrastructure projects (e.g., education, housing, environment, health, transportation) via alternative capital financing strategies (e.g., private-public partnerships [P3], unsolicited proposals [USP], and through Canadian Infrastructure Bank [CIB] financing). Opportunities are identified from either the GoA or private sector and then evaluated based on one of the three strategies to access or create alternative financing solutions for the GoA. The Alternative Capital Partnerships Branch provides a one-window approach for innovative partnerships for infrastructure projects and fosters the business and policy environment for successful partnerships. The Alternative Capital Partnerships Branch maintains governance throughout the project assessment and project procurement phases.

The Alternative Contracts Procurement Specialist contributes to the Alberta's utilization of diverse alternative capital financing strategies to deliver infrastructure projects, through the effective assessment and development of creative financing and funding options and monitoring of related approved projects. The position leads the analysis of alternative funding options and works with multiple stakeholders within and outside the GoA (e.g., different ministries, industry) to define funding arrangements and project parameters. The Alternative Contracts Procurement Specialist prepares reports and develops

recommendations on partnership opportunities. The position is expected to develop, implement and maintaining the Public Private Partnership Framework and Guideline and best practices and business procedures.

Day to day work is diverse, fast paced and dynamic. The scope of this position touches on parts of the project value and viability assessments, and may include preparation of reports, presentations, and briefings on alternative procurements. The position is to work alongside other Divisions to deliver an integrated scope.

This position will report to and support the Director, Alternative Capital Partnerships, in researching, developing, understanding and providing value add recommendations and key solutions for alternative procurement options. This position performs all responsibilities in accordance with relevant legislation, policies, guidelines and standards.

## Responsibilities

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

Reporting to the Director, Alternative Capital Partnerships, the Public Private Partnership (P3) Contracts and Procurement Specialist leads the planning and procurement for major projects considered for P3 viability. This individual works with multiple stakeholders within and outside of the Government of Alberta to define and implement project requirements.

The main responsibilities of the Public Private Partnership (P3) Contracts and Procurement Specialist are (but not limited to):

- Hire consultants as required to support P3 project development.
- Manage the P3 Business Case process, inclusive of preparation of recommendations to leadership.
- In conjunction with other departments, including Justice;
  - Analyse, critique and prepare Request For Qualifications documentation
  - Analyse, critique and prepare Request For Proposals documentation
  - Review and update of the Design-Build-Finance-Maintain documentation
- Support the Director in managing project procurement in alignment with GoA policies and processes.
- Provide project monitoring and reporting through effective task management.
- Provide strategic advice and support on procurement processes, procedures, interpretation of policies and trade agreements, risk mitigation, strategies, and the development of complex contracts and agreements across the Ministry.
- Research and develop leading practices which adhere to the Financial Administration Act, Treasury Board and Finance (TBF) Directives, Procurement Accountability Framework, and departmental requirements.

## Problem Solving

Typical problems solved:

- This position undertakes multi-faceted and detailed research and analysis of alternative financing partnership opportunities across various ministries. The Analyst works with detailed budget numbers within a complex fiscal framework; reviews proposals to make recommendations on capital spending issues. Complexity is increased by the uniqueness of each project, with different stakeholders, size, scope of work, funding arrangements etc. Negotiating project guidelines and related policies is impacted by stakeholder perspective, which can vary.

- The Analyst has opportunities to lead projects of varying responsibility and size within the branch and department, determining project approaches, monitoring progress, and providing regular updates to the Director. Significant issues of a political nature or those that have large cost or timeline impacts are resolved in consultation with the Director. The Analyst balances work schedules across projects, shifting priorities as needed.

Types of guidance available for problem solving:

Direct or indirect impacts of decisions:

**Direct or Indirect Impacts of Decisions**  
 Externally, the work of this position impacts:

- Implementation of the government's direction to consider innovative funding alternatives for infrastructure projects.
- Rigorous and comprehensive assessment of diverse infrastructure opportunities to determine the viability and value for alternative capital financing models.
- Assurance of fairness, openness, and transparency in opportunity assessment, procurement, and contract management processes.
- Awareness of emerging innovative alternative financing options and best practices.

Internally, the work of this position impacts:

- Collaboration across the division and with other divisions and departments to create efficient and optimal utilization of alternative capital financing strategies.
- Development and ongoing management of a comprehensive framework and reporting system for alternative capital financing strategies.

**Key Relationships**

Major stakeholders and purpose of interactions:

Internal

- Director - provide status updates on projects; participate and make recommendations for overarching policies and processes to enhance consistency in approach.
- Division staff - plan and complete assessments; collaborate on projects; share intelligence; respond to queries.
- Other divisions within Alberta Infrastructure, other ministries, and public entities with capital projects to be assessed or delivered through alternative or creative options and cross ministry teams - participate in processes to identify and assess opportunities for non-traditional forms of financing; educate on alternative financing strategies.

External

- External- federal government and agencies such as Infrastructure Canada, Transportation Canada, Canadian Council for Public Private Partnerships, municipalities such as City of Edmonton and City of Calgary etc - share information, participate in negotiations related to specific projects; network on an ongoing basis.

**Required Education, Experience and Technical Competencies**

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

If other, specify:

**Minimum Requirements:** • University graduation in Economics, Finance, Commerce, Business or equivalent.

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

**Technical Competencies, certification and/or training**

- Comprehensive knowledge of alternative capital financing options for public capital projects.
- Thorough knowledge of and ability to apply GoA frameworks for contract development and procurement processes, (e.g., RFPs, RFQs, RFEOs) such as the Fiscal Responsibility Act, the Financial Administration Act, the Government Organization Act, and legislative and government decision-making processes.
- Ability to apply knowledge of alternative financing strategies risks and benefits.
- Excellent interpersonal skills to work with diverse stakeholders (e.g., professional services, private and public entities,

government officials).

- Highly effectively verbal and written communication skills; ability to consult and negotiate the needs and priorities of multiple stakeholders.
- Business acumen, financial analysis and multi-dimensional analytical ability.
- Ability to develop and maintain relationships and networks to work with varied stakeholders to consider alternative funding options.
- Demonstrated skills in policy analysis and development.
- Skilled in project management and cost control techniques, including value management and ability to achieve results under specified timelines.
- Ability to adjust resources across projects and shift priorities as demands or directions change.
- Excellent communication skills are required, as well as strong technical and analytical skills.
- Ability to exercise judgment when evaluating complex situations with multi-faceted criteria.
- Knowledge of capital budgeting techniques, such as net present value, used in assessing project viability.
- Working knowledge of and ability to apply accounting principles, concepts, and standards.
- Agility to move between multiple ongoing and shifting priorities

### 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		
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"> <li>• Takes holistic long-term view of challenges and opportunities</li> <li>• Anticipates outcomes and potential impacts, seeks stakeholder perspectives</li> <li>• Works towards actions and plans aligned with APS values</li> <li>• Works with others to identify areas for collaboration</li> </ul>	<p>Considers multiple inter-relationships; anticipates outcomes and potential impacts of different paths; considers longer-term opportunities and risks prior to presenting recommendations and various content documents.</p>
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> <li>• Identifies alternative approaches and supports others to do the same</li> <li>• Proactively explains impact of changes</li> <li>• Anticipates and mitigates emotions of others</li> <li>• Anticipates obstacles and stays focused on goals</li> <li>• Makes decisions and takes action in uncertain situations and creates a backup plan</li> </ul>	<p>Engages different perspectives in seeking out root causes and identifying solutions; seeks ways to improve processes and functions to better meet business goals; critically analyzes options and issues</p>

<p>Develop Networks</p>	<p>○ ○ ● ○ ○</p>	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> <li>• Looks broadly to engage stakeholders</li> <li>• Open to perspectives towards long-term goals</li> <li>• Actively seeks input into change initiatives</li> <li>• Maintains stakeholder relationships</li> </ul>	<p>Works creatively within existing policies and processes to proactively meet goals; anticipates obstacles to change and thinks ahead about next steps; supports others to identify, assess and use alternative approaches; prepares to mitigate reactions and maintain productivity and composure in conflicts or challenging situations.</p>
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