

Ministry

Infrastructure

## Describe: Basic Job Details

Position Name (200 character maximum)

New Grad - Project Procurement Specialist

Current Class

Program Services 2

Job Focus

Corporate Services

Supervisory Level

00 - No Supervision

## Organizational Structure

Division, Branch/Unit

SIO/Tech Svces & Procurement/Procurement Svces

Supervisor's Position Name (30 characters)

Mgr. Services Procurment

## Design: Identify Job Duties and Value

### Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

NA

Responsibilities Removed:

NA

## Job Purpose and Organizational Context

Why the job exists:

The New Grad - Project Procurement Specialist position plays a significant role in the procurement and contracting process for both services procurement (including major architectural and engineering consulting assignments) and construction procurement (including major construction assignments) projects managed by Alberta Infrastructure. This position is primarily responsible for:

- providing procurement services (through procurement planning, preparation, advertising, evaluation, and award), and
- ensuring that procurement documents, the procurement process, and contracts meet the department's requirements and standards, consistent with established procurement policies and practices.

The Specialist provides advice on procurement strategies appropriate to project requirements. Contract and procurement templates are maintained by the Specialist in alignment with current ministry and Government of Alberta (GoA) standards and requirements.

The Specialist is assigned to either the Services or the Construction team, and provides back up and surge support as needed. The Specialist operates as part of a collaborative project team, with primary involvement from the time of project approval until contract award. The work of the Specialist ensures the use of appropriate processes and documents, followed by an effective and efficient delivery of the procurement services.

## Responsibilities

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

Obtain an understanding of individual project requirements as a prerequisite to:

- providing recommendations on procurement planning;
- assessing procurement related risk management; and
- providing appropriate advice during the preparation of solicitation documents.

- Provide advice and guidance primarily to project managers and consultants on the proper use of the department's master specifications, solicitation templates, forms, and guidelines and standards.
- Assign duties and provide guidance to Project Procurement Specialist support staff.
- As part of the project team, lead the procurement process. Prepare or assist in the preparation of project specific Requests for Qualifications (RFQs); Requests for Proposals (RFPs); Requests for Expression of Interests (RFEIs); bids and contract documents including front-end contractual requirements; specifications; evaluation worksheets; and other special documentation as required.
- Review and comment on solicitation documents prepared by project stakeholders to ensure that scope, time, cost, quality and performance requirements are appropriately addressed and in accordance with procurement best practices and applicable departmental standards to making significant improvements to such documents.
- Coordinate advertising and distribution of bid documents, and receipt of bid/proposals, with Procurement Specialist Support Staff. Act as the main contact for inquiries during the solicitation period. Review and assist in the final preparation, coordination, and issuance of addenda.
- May attend document coordination meetings and pre-bid meeting, as required, up to contract award.
- Lead evaluation process to ensure evaluation is conducted in a fair and equitable manner. Participate in scoring qualification statements, proposals, and bids. Request clarifications from bidders / proponents as necessary to assist in scoring. Investigate bid / proposal irregularities. Contribute to pre-qualification and contract award recommendations. Draft contract award letters and rejection letters, as required. Provide confidential debriefings upon request.
- Draft Contracts and arrange for distribution for signatures.
- Draft updates to the appropriate master specifications and update other procurement templates and forms, as required, to address bid and contract requirements.

The primary end result for which this position is accountable for is ensuring the use of appropriate solicitation documents, a litigation/problem free procurement process, followed by an effective and efficient delivery of the contracted services.

**Problem Solving**

Typical problems solved:

The content and quality of the documents used in the procurement and contracting process has a controlling impact on the scope, time, cost, quality and performance of the department's contracted construction, consulting and building management and maintenance services, which in turn significantly impact the success of the department's programs and projects and operations of other ministries and supported entities. External stakeholders (including, but not limited to contractors, subcontractors, architectural and engineering consultants, sub-consultants, boards, agencies, construction associations, etc.) are directly impacted by the procurement process and the content and quality of procurement documents.

Types of guidance available for problem solving:

- Interacts daily with Project Managers.
- Interacts daily with PPS colleagues.

Direct or indirect impacts of decisions:

**Key Relationships**

Major stakeholders and purpose of interactions:

- Manager - Provide updates and integrated reports on procurement projects related to service contracts; raise awareness to emerging issues and related resolutions; provide advice and recommendations based on subject matter expertise.
- Staff on either Services or Construction teams - collaborate on projects; share information to foster consistency in the implementation of department procurement policies.
- Project delivery areas, Technical Services - Provide information and advice on contract issues to ministry representatives that are part of a specific project team; coordinate and guide projects.
- Individual Consultants or Contractors - Provide clarity on procurement requirements; provide debriefing as needed.

**Required Education, Experience and Technical Competencies**

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

If other, specify:

See Below

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

Must be a recent graduate and apply within 2 years of graduating.

The New Grad- Project Procurement Specialist should have acquired knowledge, experience and skills in a capital construction or facility management program, or in an architectural or engineering office, or some combination thereof. A degree in related field such as procurement and contract management, architectural, engineering, construction technology, business, commerce or equivalent, is a minimum prerequisite to gaining the required knowledge and experience. It is desirable, but not essential, that an individual in this position is a professional procurement designation such as Certified Professional Public Buyer (CPPB) from the National Institute of Governmental Purchasing (NIGP); Supply Chain Management Professional (SCMP) from Purchasing Management Association of Canada (PMAC) or equivalent, is an asset but is not essential.

Other skills and abilities this position requires are as follows:

1. Proficiency in technical writing generally, good specification writing practices in particular, and in the use of Microsoft Word, Microsoft Excel, and Adobe Acrobat.
2. Demonstrates team work skills and ability to work effectively under pressure.

3. Well-developed interpersonal skills to enable the building of sound working relationships with colleagues, project managers, and internal and external stakeholders.
4. Current knowledge of the department's guidelines and standards, master specifications, policies and practices related to bidding and contracting.
5. Familiarity with, and ability to interpret and apply procurement related rules of the applicable Trade Agreements (i.e. Canadian Free Trade Agreement (CFTA); New West Partnership Trade Agreement (NWPTA); and Agreement on Government Procurement (GPA)).

Familiarity with, and ability to apply, current North American standards for construction document formats and construction information.

The Specialist should:

1. Be familiar with design and construction, or facility management, of building infrastructure.
2. Possess and maintain current knowledge of legal principles and case law related to competitive bidding and contracts.
3. Possess comprehensive understanding and maintain familiarity with the department's policies and practices related to fairness and transparency in procurement.
5. Possess a strong understanding of risk management related to procurement.
6. Be proficient in grasping concepts and communicating them effectively.
7. Be proficient in using a collaborative approach in dealing with others.

### 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> <li>• Seeks insight on implications of different options</li> <li>• Analyzes long-term outcomes, focus on goals and values</li> <li>• Identifies unintended consequences</li> </ul>	The PPS position manages input into procurement documents from numerous internal and external stakeholders. Awareness and understanding of the numerous sections in the documents and their importance to those stakeholders allows the PPS to subsequently manage procurement evaluations fairly and without bias.
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> <li>• Takes opportunities to improve work processes</li> <li>• Anticipates and adjusts behaviour to change</li> <li>• Remains optimistic, calm and composed in stressful situations</li> <li>• Seeks advice and support to change appropriately</li> <li>• Works creatively within</li> </ul>	Procurement of projects within the Capital Plan requires PPS' to manage numerous projects simultaneously. Project timelines are often accelerated and procurement delivery methods may change during development. PPS' are required to organize their time to manage numerous activities associated with

		guidelines	procurement such as document development, document posting, answering questions during open procurements and conducting evaluations.
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Facilitates open communication and leverages team skill: <ul style="list-style-type: none"> <li>• Leverages skills and knowledge of others</li> <li>• Genuinely values and learns from others</li> <li>• Facilitates open and respectful conflict resolution</li> <li>• Recognizes and appreciates others</li> </ul>	The PPS works with numerous stakeholders to gain agreement on a procurement document that meets the program's needs. Using collaboration and meeting management skills, the PPS then conducts a fair and bias free procurement evaluation that ultimately gains group consensus on proposal scoring.
Creative Problem Solving	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Focuses on continuous improvement and increasing breadth of insight: <ul style="list-style-type: none"> <li>• Asks questions to understand a problem</li> <li>• Looks for new ways to improve results and activities</li> <li>• Explores different work methods and what made projects successful; shares learning</li> <li>• Collects breadth of data and perspectives to make choices</li> </ul>	The PPS is expected to find methods of resolving conflict within procurement facilitations and other meetings constructively and creatively which requires quick-thinking and respectful consideration of the environment. A PPS must deal with many different types of meeting and stakeholder environments on a daily basis so the ability to think outside of the box when solving a problem is of the utmost importance whether when dealing with an interpersonal issue in facilitation or in managing an issue within a procurement project. The PPS is also expected to be able to understand the components of the issue in front of him/her and synthesize that information prior to determining the best way to move forward.