

## New

Ministry

Transportation and Economic Corridors

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Strategic Procurement Coord.

Requested Class

Program Services 2

Job Focus

Operations/Program

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

Strategic Procurement and Grants Branch

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

Why the job exists:

Reporting to the Manager, Procurement Governance and Strategy, the Strategic Procurement Coordinator is a key player in advancing procurement governance and strategic initiatives. This role is responsible for developing and maintaining comprehensive procurement standards, processes, and initiatives for government-owned and supported horizontal infrastructure projects. A critical aspect of this position is ensuring strict compliance with relevant trade agreements. Additionally, the role involves supporting training and development and implementing innovative procurement strategies to enhance both governance and strategic objectives.

#### Responsibilities

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

- Support Procurement Governance:**  
Assist in developing standardized methods and techniques to define, assess, categorize, and manage procurement governance requirements.  
Support the development and maintenance of procurement standards for consulting and construction services, ensuring all procurement documents adhere to trade agreements such as CFTA, NWPTA, CETA, UKTA, and WTO GPA.

Review, develop, and recommend improvements to existing processes and services, assess and advise on emerging or unconventional procurement approaches.

Work closely with department staff to identify key issues and opportunities to enhance procurement policies and best practices.

## 2. Support Strategic Innovation and Knowledge Management:

Collaborate with senior management to develop long-term procurement strategies that align with the organization's goals and objectives. Identify key areas for strategic focus and set measurable targets.

Assist in creating a comprehensive knowledge management framework for procurement services, including the development of best practices, procedures, manuals, templates, guidelines, and training materials.

Participate in initiatives to identify and implement continuous improvement opportunities within procurement processes. This includes researching and integrating new technologies and methodologies to enhance procurement efficiency and effectiveness.

Gather feedback and insights, ensuring that procurement practices remain current and aligned with industry best practices and emerging trends.

## 3. Support Procurement Training and Development Programs:

Assist the design and implement comprehensive training programs for department staff and external stakeholders on procurement policies, procedures, and best practices. Ensure training materials are up-to-date and reflect the latest industry standards and regulatory requirements.

Lead and facilitate training sessions, workshops, and seminars to educate staff and stakeholders on procurement processes and compliance requirements. Utilize various training methods to accommodate different learning styles and ensure effective knowledge transfer.

Facilitate regular communication and feedback sessions to address concerns, gather input, and ensure alignment with procurement objectives. Promote a culture of open communication and continuous improvement.

## 4. Support the Development of the Internal Procurement Audit Program:

Facilitate the development of an internal audit program to assess compliance with established procurement policies and processes.

Perform detailed audits of procurement activities, including document reviews, process evaluations, and compliance checks. Identify any discrepancies, non-compliance issues, or areas for improvement.

Prepare comprehensive audit reports that summarize findings, highlight areas of concern, and provide actionable recommendations for improvement. Present audit results to senior management and relevant stakeholders.

Monitor the implementation of audit recommendations and track progress. Conduct follow-up audits to ensure corrective actions have been taken and improvements are sustained. Use audit findings to drive continuous improvement in procurement processes and practices.

### **Problem Solving**

Typical problems solved:

The Strategic Procurement Coordinator routinely addresses a variety of complex problems within established and in-development procurement processes and activities. This role involves identifying potential issues and

challenges, such as compliance discrepancies, procurement policy inconsistencies, and supplier risk management. This position requires significant analytical thinking to evaluate and reason through these problems, infer potential impacts, and judge the best course of action. The coordinator works alongside team members to create effective responses, recommendations, and solutions. They use critical thinking to explore and test innovative approaches. This process involves balancing various perspectives, requirements, and priorities to reach well-reasoned conclusions that align with procurement governance and strategic objectives.

Types of guidance available for problem solving:

The Strategic Procurement Coordinator operates within a structured framework of public procurement policies, procedures, and guidelines. While the Manager, Procurement Governance and Strategy, provides overarching goals, objectives, and necessary guidance, the coordinator enjoys significant autonomy in addressing procurement challenges. This role involves independently navigating complex issues, ensuring that all actions support the organization's overall mission and compliance standards.

Direct or indirect impacts of decisions:

The Strategic Procurement Coordinator's outputs significantly affect internal stakeholders. Their work ensures that procurement activities are efficient and compliant with policies, directly supporting the Manager, Procurement Governance and Strategy, and enabling the department to meet its objectives. This includes developing governance methods, managing procurement documents, and supporting strategic initiatives, which help maintain high standards and drive departmental success.

By effectively managing these responsibilities, the coordinator ensures that the department can uphold current procurement standards and achieve its goals. Their contributions are essential for maintaining the momentum of procurement activities and supporting the overall mission of the organization.

### Key Relationships

Major stakeholders and purpose of interactions:

The Strategic Procurement Coordinator regularly interacts with various stakeholders within the organization. The nature of these contacts includes discussing procurement-related matters, coordinating administrative tasks, and following up on action items and requests. These interactions occur frequently and involve directors, managers, team members, and administrative staff across different sections, branches, and divisions. The purpose of these contacts is to ensure effective communication, collaboration, and the smooth execution of strategic procurement activities.

### Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Diploma (2 year)	Public Administration	Business	Other

If other, specify:

Equivalencies accepted.

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

- Familiarity with government financial legislation, regulations and policies.
- Familiarity with standard construction industry systems and formats.
- Familiarity with risk management, insurance and surety bonding.
- Knowledge of the principles of contract law and competitive bidding law.
- Knowledge of public sector procurement practices, methodologies and documents.
- Knowledge and experience of contracts and contracting methods used to procure construction and consulting/engineering services.
- Knowledge of process management and business analysis.
- Strong analytical skills and the ability to collaboratively develop and implement new and innovative strategies and solutions.

### 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 checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Observes and understands larger impact of role:</p> <ul style="list-style-type: none"> <li>• Sees impact of work on organization; anticipates change in own area based on activities in other areas</li> <li>• Considers how own work impacts others and vice versa</li> <li>• Ask questions to understand broader goals</li> <li>• Aware of how organization adds value for clients and stakeholders</li> </ul>	<p>The Strategic Procurement Coordinator must have a comprehensive understanding of the procurement role throughout the project lifecycle and its connection to various business functions within the organization, including Finance, Programming, Business Areas, Integrated Procurement, and Project Delivery.</p>
Creative Problem Solving	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <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>	<p>The Strategic Procurement Coordinator is uniquely positioned to identify areas for review and potential improvement or increased efficiency. This evaluation will guide management in developing strategies to achieve the department's goals and objectives.</p>
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 guidelines</li> </ul>	<p>The Strategic Procurement Coordinator identifies opportunities to enhance procurement processes while adhering to established public procurement laws, guidelines, and trade agreement obligations.</p>
Drive for Results	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Actively sets goals and remains open to advice on reaching them:</p> <ul style="list-style-type: none"> <li>• Sets goals and prioritizes work</li> <li>• Identifies and corrects areas for improvement</li> </ul>	<p>The Strategic Procurement Coordinator collaborates closely with the section's leadership to ensure departmental goals are met efficiently and on time. This role</p>

		<ul style="list-style-type: none"> <li>• Suggests actions; asks for advice when lacking information or multiple priorities</li> <li>• Operates within APS value system</li> </ul>	demands meticulous attention to detail and a willingness to seek clarification or assistance when needed.
Develop Networks	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Maintains collegial internal relationships and understands external network:</p> <ul style="list-style-type: none"> <li>• Seeks to understand perspectives and needs of others</li> <li>• Follows through, has integrity and respect for others</li> <li>• Helps and follows through</li> <li>• Keeps key stakeholders informed; is professional and respectful</li> </ul>	<p>The Strategic Procurement Coordinator understands the critical role of procurement within the organization. This understanding is essential for successfully implementing new procurement initiatives and strategies. They must also foster collaborative relationships with internal stakeholders to achieve section objectives.</p>

## Benchmarks