

New

Ministry

Seniors, Community and Social Services

Describe: Basic Job Details

Position

Position ID

50104525

Position Name (200 character maximum)

Director Procurement

Requested Class

Senior Manager (Zone 2)

Job Focus

Corporate Services

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

CA04

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

CFA Financial Reporting & Operations

☐ Current organizational chart attached?

Supervisor's Position ID

50055653

Supervisor's Position Name (30 characters)

ED Reporting & Operations

Supervisor's Current Class

Executive Manager 1

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Executive Director of Reporting and Operations, this position provides ministry-wide services, leadership and oversight for research services and all granting, procurement and contracting services, including providing strategic advice, guidance and direction in outsourcing strategies and options, procurement and contract and grant policy development and improvements, procurement and granting practices, development of major agreements, the effective management of contracts and grants, and related payments. The position is also responsible for providing supports to the Contract Review Committee as the committee secretary. The Director leads and mentors staff to ensure the Procurement unit, Contract Management unit and Financial Policy and Operations unit functions are delivered effectively and efficiently to support Ministry's business plan and ensure practices are in compliance with relevant legislation and policies.

This position is responsible for the planning, development, and implementing of financial policies and processes regarding procurement, contract and grant policies and governance. The Director provides consultation and advice relating to complex issues with broad implications, balancing competing interests,

expectations, and requirements of stakeholders, clients, and the Ministry in relation to financial initiatives.

Responsibilities

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

1. Directs Corporate Procurement Office (CPO) services for the Ministry.
 - Support the goals and objectives of the ministry by leading in the governance of the ministry's procurement, contract, and grant activities in compliance with the trade agreements that impact Alberta.
 - At a corporate level, provide procurement, contracting and grant support and establish accountability within the ministry by leading and directing a team of professional procurement staff.
 - Provide overall leadership and secretariat support to the ministry's Contract and Grant Review Committee.
 - Provide input and recommendations to inform the strategic direction of procurement, contracting and grant activities in the ministry while considering current program and corporate needs, technological opportunities, and emerging ministry and GOA issues and initiatives.
 - Ensure ministry representation in cross-government committees and working groups.
 - Provide guidance to ministry staff to enable compliance with all relevant trade agreements (to name a few, New West Partnership Trade Agreement (NWPTA), Canadian Free Trade Agreement (CFTA), and World Trade Organization Agreement on Government Procurement (WTO-GPA)).
2. Lead and provide overall direction for services, policies, processes and practices for all grants and contracts within the Ministry.
 - Develop and implement policies, procedures, and standards governing service procurements in line with Government of Alberta (GoA) policies, frameworks and trade agreements to sustain the integrity of the ministry's procurement functions.
 - Monitor effectiveness of procurement processes and their alignment to GoA policies and lead the continuous improvement initiatives on department services procurement activities and contract management.
 - Build effective and collaborative relations with the Risk Management Unit of Treasury Board and Finance, Legal Services unit of Justice and Solicitor General (JSG), Procurement Services Branch of Service Alberta and Red Tape Reduction, and all divisions within the Ministry.
 - Provide contracts and grants training to department staff on a regular basis and as required.
 - Participate in the cross-government Procurement Steering Committee.
3. Lead and provide overall direction for services, policies, processes and practices for contract and grant management throughout the Ministry.
 - Monitor the quality of the contract and grant management activities and practices within the Ministry.
 - Recommend changes to contract and grant management policy.
 - Provide contract management training to the department on a regular basis and as required.
 - Ensure processes and services address business requirements for new long-term agreements, new contracts, new grants, amendments, terminations, interpretations, issues, etc. within the limits of GoA policies.
 - Ensure timely execution of grant agreements and the facilitation of grant payments to recipients.
 - Provide general support and training related to grants and for the Grant Administration and Management System (GAMS).
 - Prepare and report contract/procurement information to Service Alberta and Red Tape Reduction and Treasury Board and Finance as required.
4. Support the Contract Review Committee and the Executive Director in leading the branch to reach strategic and operational business goals.
 - Provide coordination and administrative services to support the Contract Review Committee (CRC).
 - Lead the review and improvements to the CRC's Terms of Reference and practices to ensure continued effectiveness.
 - Act as project sponsor for continuing department-wide continuous improvement initiatives affecting

- procurement.
 - Provide integrate reporting on statistics for contract procurement to inform financial planning on reporting.
 - Organize presentation of emerging service and construction contract issues to the Contracts Review Committee.
 - Provides strategic advice and recommendations to the Executive Director and Assistant Deputy Minister/Senior Financial Officer to inform progress on broader procurement strategies and priorities.
 - Provide support and assistance on ad-hoc projects and requests on an ongoing basis.
 - Assist the Executive Director with projects and bodies of work that impact every unit as needed and required.
5. Develops and maintains a positive and productive work environment for CPO staff.
- Provide strategic leadership to a team of management and professional staff.
 - Ensure unit activities are planned and managed to deliver outcomes associated with business, operational plans, and performance agreements.
 - Foster a positive working environment that supports communication, collaboration and high performance, staff engagement, satisfaction, and personal development.
 - Ensure service excellence in dealing with stakeholders both internal and external to the ministry.

Problem Solving

Typical problems solved:

This position must be able to utilize their extensive knowledge and experience in government procurement and granting activities to direct effective processes, practices and approaches to procurements within the department. Good business acumen, negotiation skills, communication skills, and general management skills are required and should be applied along with specialized knowledge to ensure the department's business needs are met. Procurements and granting activities are high volume, complex, politically sensitive, time demanding, and require a very high degree of diligence to ensure risks are mitigated.

The Director will need to be able to leverage limited resources to handle high volume of work and deliver within a quick turnaround particularly under emergency circumstances. The Director should be leading the team to be creative and thinking out of box to propose innovative approaches within the parameters of GoA contract and procurement and grant policies, processes and procedures.

The position requires excellent communication skills to lead the teams involved in the area, work with the business areas, and to adequately involve the supporting areas (Legal, Finance, Service AB, Risk Management, etc.) when required.

Types of guidance available for problem solving:

The Executive Director is available to clarify goals, objectives, and priorities and provide consultation and guidance as required. For guidance, the Director can also refer to the Fiscal Planning and Transparency Act, Financial Administration Act, and Ministry-specific legislation as well as the GoA's financial guidelines, policies, directives, and procedures to ensure the Ministry operates within relevant boundaries while still meeting its business goals and objectives.

Direct or indirect impacts of decisions:

This position provides leadership to support the department in grant, and procurement and contract management disciplines. The department is a major user of contracted services and provider of grants and the timely and successful acquisition of contracted services and issuance of grants is critical to the success of the department. This position provides guidance, coaches the areas and contract and grant managers across the department, and provides training to ensure an adequate level of management in this area is in place.

Virtually no business initiative can be undertaken without contracted resources so these services are a major and critical underlying support to the operations of the department. Recipients for the Department's grant agreements rely on securing funding in a timely manner. This position must meet the department's contracted services and grant needs and at the same time, ensure all trade agreements and good procurement and granting practices are met and that risks are minimized.

Key Relationships

Major stakeholders and purpose of interactions:

Extensive and in-depth knowledge of all facets of government procurement and contract management is required providing direction, options, approaches, and best practices to this specialized area. Interactions between this position and various stakeholders are extensive to ensure all risks and issues are appropriately managed on behalf of the department. Stakeholders include internal stakeholders such as the Minister, Deputy Minister, Assistant Deputy Minister, Executive Director of Corporate Services, Legal Services and Managers/Directors of numerous Program Areas. The purpose of interactions includes obtaining direction and guidance from senior management and providing advice to support decision making, collaborating with internal clients and providing training and consultation to the direct unit staff and staff in program areas. External stakeholders include other government departments such as Treasury Board and Finance, auditors with Office of Auditor General (OAG) and Corporate Internal Audit Services (CIAS), Procurement Services branch with Service Alberta and Red Tape Reduction and peers across ministries, contractors and the public. The purpose of such interactions includes networking with peers and representing the branch/department on government initiatives, seeking advice and clarification on risk management/procurement issues, Treasury Board policies and Directives, responding inquiries from auditors, contractors and the public.

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:

Supply Chain Management, Public Administration, Engineering, Law, Architecture

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

A professional Supply Chain designation (i.e. SCMP) is desirable.

A minimum of six years of progressive contract & procurement and grant management and accounting/ audit experience, with a focus on procurement, grants, and financial leadership.
Project management and consulting experience desirable. Knowledge and experience in IT major agreements and contracts will be considered an asset. A strong background related to consulting and general service contracts and construction contracts.

Demonstrated strength in leadership, resource management and decision making.
Extensive knowledge and experience of public procurement and grants including theories/principles of this specialized discipline and the ability to clearly communicate and provide direction and advice to staff and stakeholders.

Knowledge of the GoA's electronic tendering system, Alberta Purchasing Connection (APC).
Strong knowledge and experience of GoA and Department procurement and granting, contract management legislation, policies, practices, and processes.

Strong knowledge of GoA and Department financial legislation, policies and procedures.
Knowledge and understanding of the government political approval and decision-making process.
Strong understanding of the legal and proprietary requirements necessary for entering into contracts and grant agreements.

Demonstrated ability to develop successful stakeholder's relationships and to work collaboratively with clients and 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		

<p>Systems Thinking</p>	<p>○ ○ ○ ● ○</p>	<p>Integrates broader context into planning:</p> <ul style="list-style-type: none"> • Plans for how current situation is affected by broader trends • Integrates issues, political environment and risks when considering possible actions • Supports organization vision and goals through strategy • Addresses behaviours that challenge progress 	<p>Procurement, contracting and granting activities play a critical role in supporting the program delivery in all business areas within the Ministry.</p> <p>The Director will need to pay close attention to the market trends and overall business, objectives and initiatives of the department to provide strategic advice on the options for the procurement in response to the supply chain challenges, particularly during the pandemic.</p> <p>The Director will also need to pay close attention to the Department's mandate and relationship with stakeholders to provide strategic advice and leadership in planning and executing grant agreements and liaising with grant managers and other program staff on matters related to funding requests and grant activities.</p> <p>The position will lead the team to develop and improve the contract/ procurement and grant related policies, processes, and procedures from the long-term perspective to ensure sufficient internal controls are in place and relevant in support of the the delivery of effective and efficient services to the program areas.</p> <p>The Director also requires to have a broader view to consider and integrate multiple factors, such as</p>
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			<p>budget/financial planning perspective in contract and grant approval and the procurement and grant planning process. The position shall identify potential risks/ consequences of sensitive procurement projects and grants and apply professional and sound judgment call on making recommendation to the executive team.</p> <p>The Director will lead the team to plan strategically and provide effective and efficient procurement/ contracting and grant services in support of the Ministry's business plan.</p> <p>The Director will identify system behaviors that challenge progress and develop plans to address the issues.</p>
Drive for Results	○ ○ ● ○ ○	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	<p>Since the position provides leadership on the provision of procurement/ contracting and grant services to all program areas, it is expected the Director shall model the way and lead the team to deliver high performance.</p> <p>The Director should monitor the workload and address challenges with limited resources. For instance, the position supports the team by helping the team set up priorities properly, providing direction to the team and flagging issues and providing strategic advice to the Execution Director. The position cultivates and promotes the collaboration within the team and</p>

			<p>cooperations with internal and external stakeholders with a goal of achieving outcomes.</p> <p>The position holds true to Government of Alberta's procurement/ contracting, grant policies/procedures and trading agreements. In particular, the position holds high integrity in providing advice on procurement strategies {i.e. sole-source contract request) and strategy as the secretary to the Ministry's Contract Review Committee.</p> <p>The Director assesses the complexity of issues, understands the business needs and proposed innovative options for the procurement or proposed grant to ensure organizational needs are met.</p>
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <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 	<p>The Director will lead on the continuous business process improvement to improve the effectiveness and efficiency of business operations. Examples include leading the team to review/update, Contract Review Committee Term of Reference, the contract policy and procedures, and grant policy and procedures periodically to ensure policies/ procedures are relevant, effective and compliant with government policies and trading agreements.</p> <p>The position will focus on change management and engage relevant stakeholders in the process improvement.</p>

			The position will foster a culture of innovation in the work environment by encouraging staff to think creatively and recognizing new ideas.
Develop Self and Others	○ ○ ● ○ ○	Plans according to career goals and regular development: <ul style="list-style-type: none"> • Aligns personal goals with career goals • Leverages strengths; attempts stretch goals • Provides feedback and openly discusses team performance • Values team diversity, and supports personal development 	<p>To develop a high-performance team, the Director provides mentorship and training to unit staff.</p> <p>The Director proactively participates the 1 GX training courses to develop self.</p> <p>The Director shares learning experience with the team and encourages the team to learn new skills and share learning experience. The position works with team members to complete the annual performance agreements and reviews and ensure the goals are in alignment with ministry's business plan.</p> <p>The Direction provides constructive and timely feedback to unit staff and support their personal development plans so everyone is motivated and could bring their best out.</p>

Benchmarks

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

M420-I 8 Director, Business & Financial Planning;
M420-04 Director, International Logistics