

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

Current Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value**Changes Since Last Reviewed**

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

The Contract and Procurement Specialist (CPS) is responsible for effectively developing, procuring, managing and administering various types of agreements across a wide breadth of social programs and client populations. This position leads and/or supports the procurement of services and management of contracts to meet the needs of Albertans, within the framework of a ministry and regional strategic procurement plan.

The CPS draws on a strong working knowledge across social programs, including that of program development, system outcomes, service design and delivery. Familiarity with associated legislative, policy and practice frameworks is critical to plan for, procure and monitor services that meet the complex needs of Albertans through their lifespan. A thorough understanding of client needs and community/sector issues, paired with a working knowledge of procurement practices, is key to implementing effective contract and grant management.

The CPS works independently with a high level of autonomy and has strong negotiation, monitoring and consultative skills. This role requires the development and maintenance of a strong network of collaborative relationships with a wide range of stakeholders, including Assisted Living and Social Services delivery staff and service providers, to assess service needs, identify emerging issues, and ensure that services are in place to meet the needs of multiple client groups.

The successful Candidate will possess a positive attitude, a high level of agility and flexibility for a rapidly changing work landscape.

Responsibilities

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

1. Relationship Management and Communication - Build and facilitate an effective network of linkages and collaborative relationships with regional staff and management, service providers, key industry/sector organizations, other Ministries and governments, and community organizations representing a variety of client groups to improve program delivery and outcomes for Albertans with disabilities and those requiring financial, employment and other supports.

- Promote, build and maintain positive relationships and support collaboration and linkages between Assisted Living and Social Services delivery staff, service providers, other levels of government and sector associations to encourage engagement in provincial and regional procurement planning and initiatives.
- Identify the needs of a range of stakeholders and emerging issues in the region.
- Identify emerging issues in the region/sector, assess potential impacts and recommend and implement mitigation strategies to support service providers and address client needs.
- Apply discretion and professional judgment to resolve complex issues, and notify/involve or escalate for decision making if required.
- Building on trusting and transparent relationships with service providers, manage and de-escalate for decision making if required.
- Determine and provide appropriate level of involvement (support collaborations, mediation, coordination and communication) with stakeholders as needed for advancing regional and ministry procurement direction.
- Leverage relationships with service providers and draw on program knowledge to assess and mitigate risks related to quality of services provided to meet Ministry/client outcomes.

2. Monitoring and Reporting - In collaboration with program delivery staff and service providers, manage and monitor contracts and grants to ensure compliance with terms of the agreement and achievement of outcomes.

- Develop a contract/grant monitoring plan.
- Develop and implement processes to identify and effectively manage risk (client, political, program, community, and financial).
- Review and reconcile against contract schedules, service provider invoices for payments, prepare budget estimates/forecasts and monitor expenditures.
- Identify and resolve service agreement or compliance issues and amend or recommend termination of agreements taking legal, political and client considerations into account.
- Monitor contract and grants for outcomes and compliance to terms and conditions.

- Evaluate agreements to ensure they are effective and support overarching goals of services and service level agreements.

- Participate in, and where appropriate, lead reviews pertaining to quality of care, abuse allegations or safety concerns of the clients/individuals and assist in the development of a corrective action plan and monitor as required.

- Maintain a working knowledge of multiple accreditation standards to support input to the accrediting body, consult to internal program queries, enhance program monitoring and outcome delivery, and to support agencies advancement on the spectrum of continuous improvement.

3. Planning - Participate, within the context of the Ministry's strategic procurement plan, business plan, program initiatives, and regional priorities, in the development of the region's procurement plan by identifying trends, providing analysis based on consolidated client and program outcome data, service delivery gaps and emerging best practices, to ensure quality of service that meets the dynamic needs of clients throughout their lifespan.

- Provide input into the development of the provincial/regional procurement plan by identifying and assessing service needs, priorities and trends by collecting and analyzing statistical data and reports from internal and external sources including regional delivery staff, clients, service providers and community interest groups.

- Contribute to the development and implementation of the provincial/regional procurement plan by identifying existing and emerging service and fiscal priorities and pressures.

- Conduct ongoing environmental scan of social issues, market demographics and trends gathered from statistical reports, external sources, client input and consultations with service providers, sector associations, community associations, etc.

- Apply an integrated perspective, by assessing a continuum of services and identifying gaps and duplication in future service design.

- Develop, implement and participate in internal and external initiatives as required and to foster collaborative relationships, develop skills, build and/or increase capacity within the community/sector.

4. Procurement Management - In alignment with the Ministry and regional strategic procurement plans, ensure procurement of services that are timely, effective, aligned with Ministry policies, procedures, and regulations and compliant with procurement policy and legislation.

- Contribute to the development of recommendations for provincial/regional procurement strategies and services that respond to evolving trends and issues that meet the needs of Albertans.

- Recommend the regional procurement approach and develop associated comprehensive planning and solicitation documents, including desired outcomes, performance measures, costs and communication strategies.

- Lead and/or support the tendering, awarding and selection processes in alignment with procurement legislation processes and Ministry practice.

- Negotiate and finalize agreements with service providers including the terms, conditions, budget, risk identification and measures to minimize risks, in accordance with legislation to ensure quality supports and services.

Problem Solving

Typical problems solved:

- **Stakeholder Collaboration and Relationship Management:** Proven ability to foster relationships with service providers, employers, community stakeholders, and government organizations, ensuring effective collaboration and the alignment of disability services with client needs.
- **Financial Oversight:** Skilled in financial planning, analysis, and oversight, ensuring budgets are managed effectively, financial targets are met, and cost-efficient solutions are implemented while maintaining high service standards.
- **Risk Assessment and Mitigation:** Expertise in assessing potential risks, identifying vulnerabilities, and implementing proactive measures to mitigate negative outcomes and ensure business continuity.

AUTHORITIES

- Administrative Procedures Act
- Public Inquiries Act
- Government Organization Act
- Government Accountability Act
- Financial Administration Act
- Access to Information Act
- Protection of Privacy Act
- Public Service Employee Relations Act
- Employment Standards Act
- The Public Service Act

Direct or indirect impacts of decisions:

This position has a key role in the development of relationships with key stakeholders and with service providers in particular. Stakeholders impacted by the recommendations/decisions and actions taken by this position include Service Providers, ALSS entities, Government Organizations, and other Stakeholders, ALSS staff, and the Minister.

Key Relationships

Major stakeholders and purpose of interactions:

Manager: Unit issues, budget / forecasting / procurement and stakeholder engagement.

Prime Contractor(s) / Service Providers: Contracting, partnerships, and consultation.

Other Government Departments: Consultation, partnerships, and information.

Community Stakeholders: Consultation

Senior Leadership Team: Advice and consultation.

Corporate Finance: Information / support / advice.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

University degree in Social Sciences, Social Work, Business Administration, Public Administration, Economics, or equivalent experience in a related field with a minimum of 4 years progressively responsible related experience in delivery of services that support Albertans in their continuum towards employment or other social service sector. Experience with professional writing, in particular responding to Action Requests, writing briefing materials, planning, contract management/negotiations, consulting, program evaluation, financial administration and working with community based resources is preferred. Strong understanding of how policy is contained in contracts and grants is required.

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"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	
Agility	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Understands need for change and manages own emotions:</p> <ul style="list-style-type: none"> • Uses common sense and past experience to approach ambiguous problems • Prevents emotions from affecting others negatively • Looks for information on changes • Open to new ideas and helping co-workers 	
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<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 	
Build Collaborative Environments	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works in an open honest manner with colleagues:</p> <ul style="list-style-type: none"> • Creates sharing opportunities • Actively shares, accepts 	

		and listens to others <ul style="list-style-type: none"> • Recognizes conflict, respects and discusses opinions openly • Supports group even to learn from mistakes • Recognizes differing interpretations 	
--	--	---	--

Benchmarks

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

Benchmark Evaluation - 023PS72 and 023PS66. The comparable components of this benchmark evaluation will center on application of procurement and contract legislation, regulations and policies. The position requires knowledge of public consultation/engagement processes, communication strategies and techniques. Assists in the planning and development of employment initiatives. Supporting the development of a provincial prime contractor model by providing specialized knowledge, information and recommendations. The skills and problem solving required, not just from a technical perspective, but identifying risks and constraints.

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

_____	_____	_____
Employee Name	Date yyyy-mm-dd	Employee Signature
_____	_____	_____
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature
_____	_____	_____
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature
_____	_____	_____
ADM Name	Date yyyy-mm-dd	ADM Signature
_____	_____	_____
DM Name	Date yyyy-mm-dd	DM Signature