Job Description

Common Government

Update

Ministry

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Reporting Officer

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

2022-11-16

Responsibilities Added:

Responsibilities Removed:

- Removed administrative functions such as facilitation of pre-procurement approvals.
- Service Owner responsibilities have been removed.

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Reporting and Relations Manager, the Reporting Officer collboratively supports the Reporting Specialist in the tracking and efficiency analysis of IT procurements, response to internal audit requests, and response to FOIP requests. This position is focused on assisting and providing value to IT Procurement team clients through clear reporting of key data and information. This position also assists in

obtaining client-required data points, configuring reporting tools to support data collection and assisting in the elaboration of reports. The Reporting Officer may support responses to FOIP and audit requests.

The IT Procurement team manages the process of engaging suppliers in procurement, negotiation, execution, and termination of Government of Alberta (GoA) services. This involves working closely with Service Owners and suppliers to build and maintain collaborative relationships to enable contract value attainment. The IT Procurement team members have the responsibility to ensure GoA document management requirements are followed for all related contract and procurement information and documents.

Responsibilities

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

Responsible to audit and report on procurement and contract (planning) activities to ensure the highest level procurement standards are achieved and maintained by:
- Working with reporting software to allow for data points to be added and reporting be configured.
- Working with reporting software to configure advanced reports.
- Manage scheduled reporting needs.
- Ensure optimal efficiency though automation of reporting.
- Assist in the communication of information through use of various tools (e.g. Power BI, PowerPoint)
- Assist in the identification of potential process problem areas within the IT Procurement team and its clients.
- Assist in process change control to ensure proper change control is within the IT Procurement team.

Responsible to assist in relationship building by:
- Assist in communicating IT Procurement expertise and offerings.
- Assist in managing and supporting transformational initiatives while managing vendor issues to resolution.
- Assist in managing dialog during FOIP or GoA audits with relevant stakeholders.
Assist in to ensuring GoA document management policy and reporting requirements are followed for all related contract and procurement information and documents by:
- Auditing the procurement file to ensure all required documentation is reliably preserved.
- Auditing the GoA's ERP system to ensure accurate contract information has been entered.
- Ensuring the filing and maintenance of process documentation.
- Performing activities around maintaining data accuracy, data analysis, and reporting.

Problem Solving

Typical problems solved:

This position is expected to identify and address any gaps in data or information required to fulfill the IT Procurement team's reporting and documentation requirements.
Mitigation: Working collaboratively with the Reporting Specialist, proactively review data collection and monitor reporting outputs to identify potential gaps; leverage existing sources and guidance to propose solutions; work with the Reporting and Relations Manager to seek alternative data sources.

Types of guidance available for problem solving:

This position requires the ability to leverage existing guidance and directives, and to identify emerging issues using professional judgment. There is supervisory guidance available from the Manager, Director and consultation with peers and other stakeholders.

Direct or indirect impacts of decisions:

This position assists the IT Procurement team in fulfilling its reporting and documentation requirements. The Officer's role contributes to the team's ability to efficiently and effectively deliver on its mandate.

Key Relationships

Major stakeholders and purpose of interactions:

- Procurement Team: To provide status updates and information sharing among team members.

- Branch colleagues: To collaborate on tasks for the larger team and identify ways to improve processes and procedures; to provide support to the Reporting and Relations team.

- Other GoA Employees / Contractors: To collaborate with other GoA employees and contractors across government to move initiatives forward; to resolve issues and make recommendations.

- Subject Matter Experts: To engage subject matter experts on Sourcing and Vendor Services; to provide context and clarification to support Service Owner business decisions. Subject matter experts include, but are not limited to, Legal Services, RMI, cybersecurity, DIPS, FOIP, and HR.

- Suppliers: To act as the escalation point for issues relating to IT Procurement; to provide leadership and direction to suppliers where appropriate; to set expectations for supplier relationship.

- Client: To provide consultative services to Service Owners.

- Senior Management and Executives: To provide contract and supplier status updates to management on on-going projects; to provide presentations, briefing notes and decision requests, as needed.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

This position interacts with a team of professionals in department- and government-wide initiatives. An in-depth knowledge of Procurement, Contract and Supplier Relationship Management is required to be successful in this position.

Education and Experience:
A degree or a diploma in a related field such as procurement and contract management, business administration or information technology is considered an asset. Equivalencies will be considered.

Positions at this level participate in department-wide or cross-ministry work. Knowledge of supplier and contract management as well as financial and business processes, a basic understanding of technology and project management methodologies are considered an asset.

Knowledge:
- Procurement processes and practices.
- IT operations, project integration, ministry support, application support, supplier management and their dependencies.
- Some knowledge of project management methodologies.
- A good understanding of reporting practices and methodologies.
- Information management practices.
- Knowledge of Information Technology Service Management (ITSM) systems and processes, IT concepts, ITIL, COBIT, and Agile.

Skills and Abilities:
- Excellent verbal and written communication skills; prepare and deliver reports, project documentation and professional presentations.
- Ability to apply knowledge of business areas and supplier environment.
- Strong organizational skills and the ability to work with little supervision.
- Ability to work well in a team environment and collaborate with stakeholders.
- Ability to prioritize and manage time effectively to meet deadline constraints.
- Proficiency with standard office productivity software (e.g., Microsoft Office suite of products, SharePoint, SAP, Ariba).

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level A B C D E	Level Definition	Examples of how this level best represents the job
Agility	○ ◉ ○ ○ ○	Works in a changing environment and takes initiative to change: • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines	This position must demonstrate agility in their ability to anticipate, assess, and readily adapt to changing priorities.
Drive for Results	○ ◉ ○ ○ ○	Works to exceed goals and partner with others to achieve objectives: • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations	This position requires the incumbent to be resilient in times of uncertainty and effectively work in a changing environment and proactively articulate and lead by anticipating change and shifting work to ensure that change is successful.
Build Collaborative Environments	○ ◉ ○ ○ ○	Facilitates open communication and leverages team skill: • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others	This position relies on proactively developing networks by connecting and building trust in relationships with different stakeholders by adjusting communication style to drive positive outcomes and influence decision making.

Benchmarks

List 1-2 potential comparable Government of Alberta: Benchmark