

New

Ministry

Public Service Commission

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Contract and Reporting Specialist

Requested Class

Program Services 4

Job Focus

Corporate Services

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Learning, Engagement & Talent Management, L&E

☒ 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:

The Learning and Engagement (L&E) Branch provides strategic leadership and direction for the design and delivery of learning and engagement programs for the Alberta Public Service (APS). The Branch allows the public service as a whole to meet essential and complex goals, by ensuring learning, development and engagement programs support and enable achievement of government's strategic business objectives by developing staff capacity across the organization.

To deliver on its mandate, the division requires a dedicated position to plan procurements, manage contracts, engage vendors and report on key metrics for contracted services that support the APS as a whole. Examples include:

- Employee engagement surveys;
- Milestone recognition program;
- E-learning master agreements;
- Mentorship/coaching services;
- Ad hoc contracted services (e.g. competency model proficiency scales).

Reporting to the Director, Employee Engagement, the Contract and Reporting Specialist leverages a full range of advanced and innovative procurement techniques to procure these services on behalf of the APS, manage contracts, report on program utilization, coordinate with external stakeholders (e.g. vendors), and serve as a single point of contact for service users across the APS. The position provides a shared service for the Learning, Engagement and Talent Management division, however the majority of projects are under the Learning & Engagement portfolio.

Responsibilities

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

1. Market Research, Specifications, and Procurement Instruments -- Procurement projects are underpinned by viable, technically accurate procurement requisitions.

The position ensures optimal procurement outcomes by leading front-end work on each procurement project. For example, this position:

- Translates program needs into appropriate solicitation documents, requirements documents, evaluation plans, and other procurement tools;
- Assesses specification proposals to identify brand-specific terminology or other limiting factors;
- Determines the best sourcing strategy for each procurement, based on careful research of the market and, if available, similar procurement precedents;
- Works iteratively with division leadership and subject matter experts to assess detailed requirements, construct project plans, and monitor compliance; and
- Applies expert knowledge of trade agreements, government legislation and policy, and procurement best practices, to anticipate/mitigate potential issues and drive for optimal procurement outcomes.

2. Contract and Vendor Management -- Contracts are appropriately maintained and administered, and vendors uphold service levels.

The position negotiates with vendors and maintains a portfolio of contracts, master agreements and purchase orders which enable the delivery of branch and division services. For example, this position:

- Negotiates service levels and contract terms with vendors in appropriate circumstances, independently ensuring APS goals of the arrangement are met through the negotiations process.
- Ensures pricing, product information and contract terms/conditions are in alignment with competitively tendered arrangements;
- Creates documents and notices to keep users apprised of important information relevant to the contract;
- Confers with vendors and service providers to maintain compliance with contract terms;
- Monitors contract usage and vendor performance;
- Coordinates with TBF, 1GX team and other GoA stakeholders to ensure timely payment of invoices;
- Responds to enquiries from users across the APS regarding the use of Master Agreements; and
- Coordinates updates to online tools or platforms that support end-user access to services (e.g., recognition program platform, coaching service portal).

3. Reporting -- Program success is supported through timely, accurate reporting.

The position supports transparency and project coordination by reporting on core operational data and contracted service usage. For example, this position:

- Develops reporting templates and dashboards to track contract performance, vendor compliance, and utilization trends;
- Prepares regular and ad hoc reports on program uptake, service delivery metrics, and operational efficiency to support strategic planning and resource allocation;
- Prepares briefing materials and reports for senior leaders to inform decision-making;
- Tracks performance indicators related to branch initiatives such as the recognition program, engagement survey participation, and learning service access;
- Keeps management and stakeholders apprised of issues that may be sensitive or escalated as they relate to the contracts in the portfolio.

4. Process Improvement and Operational Efficiency -- Branch operations are continuously improved to enhance service delivery and minimize administrative overhead.

The position supports the ongoing evolution of procurement, reporting, and program administration practices. For example, this position:

- Identifies opportunities to streamline repetitive or manual aspects of contracted service delivery, improving consistency and reducing turnaround times;
- Recommends improvements to tools, templates, or workflows used across the branch;
- Collaborates with internal partners to reduce duplication and clarify responsibilities in shared processes (e.g., invoice approvals, vendor onboarding);
- Applies a user-centred lens to operational activities, ensuring division leadership, team members and APS-wide users can access services efficiently;
- Documents and monitors process changes to assess impact and ensure business continuity.

5. Procurement System Operations - Contracts, purchase orders and procurements are appropriately administered in all relevant systems.

The position ensures data integrity and process compliance by managing information in core systems in alignment with GoA policy and contracting/procurement frameworks. For example, this position:

- Leads all aspects of the project in 1GX, from source to contract;
- Maintains catalogs in 1GX and XNet by uploading new items or updating existing files;
- Captures and confirms vendor information, including submitting and tracking Vendor Management requests;
- Creates, posts and monitors notices on Alberta Purchasing Connection; and
- Troubleshoots system-related issues and serves as a liaison with technical support teams when needed;
- Maintains clear documentation of processes and supports audit-readiness through accurate and organized recordkeeping.

6. Leadership and Accountability -- The Division models the way with effective service that supports team performance and organizational success.

The position provides service in a manner that ensures strong performance and alignment with public service values. For example, this position:

- Promotes awareness and engagement with APS-wide programs supported through L&E (e.g., recognition initiatives, surveys, training);
- Exercises sound judgment and ethical decision-making within the framework of procurement legislation, policy, and operational requirements;
- Fosters a culture of collaboration, respect, and service orientation, particularly when navigating complex or sensitive issues;
- Ensures the secure and accurate management of information, including appropriate retention and disposition of records;
- Demonstrates accountability by tracking progress, meeting deadlines, and delivering high-quality work that reflects organizational priorities;
- Models professionalism, inclusivity, and integrity to contribute to a positive and effective workplace culture.

Problem Solving

Typical problems solved:

The position is responsible for addressing operational and strategic issues related to procurement, contract management, and program reporting that affect the delivery of services across the Alberta Public Service.

Typical problems faced in this role include:

- Translating broad or evolving program needs into clear, compliant, and technically sound procurement specifications and evaluation criteria;
- Managing misalignment between vendor capabilities, client expectations, and procurement constraints (e.g. timelines, legal requirements, budget limits);
- Navigating ambiguous requests or limited precedents when developing new agreements or services;

- Supporting APS stakeholders in other ministries in understanding and using contracts or systems;
- Investigating and resolving reporting discrepancies or unclear performance data that may impact program planning or vendor oversight.

While many problems can appear administrative on the surface, the solutions often require the position to exercise judgment, influence stakeholders with differing priorities, and proactively identify root causes rather than applying surface-level fixes. The role often involves coordinating multiple perspectives to develop efficient, user-focused, and policy-compliant solutions. In some cases, the position must operate in areas with minimal precedent, balancing risk and service outcomes to support continuous improvement across the division.

Types of guidance available for problem solving:

The position is the only role in the division with contract/procurement expertise. The position works under broadly defined guidelines and practices, including Trade Agreements and the Government Organization Act. But as the subject matter expert for the division, the position is required to work with considerable independence and minimal past precedents.

Leadership (not technical) supervision is provided by the manager. Strategic direction is obtained from leadership and subject matter experts, which could include executives in other departments.

When required, the position will have access to technical guidance from GoA's legal, risk management, and other corporate advisors.

Direct or indirect impacts of decisions:

The position is responsible for results that affect all departments on an ongoing basis with respect to corporate programming. The position is responsible for ensuring clients and stakeholders, including the Assistant Deputy Minister and the Public Service Commissioner and the Deputy Minister of Executive Council (through leadership briefings) are apprised of major issues that may arise, and issues may be unprecedented, interconnected, or politically volatile.

The procurements, contracts and reports that are developed and implemented by this position have a significant impact on the overall accountability of the Public Service Commission, and, by extension, on the APS as a whole. This includes considerations related to employee attraction, retention and collective bargaining.

Key Relationships

Major stakeholders and purpose of interactions:

Director

Frequency: Daily.

Purpose: The position interacts with the Director to provide updates on initiatives, and ensure alignment with organizational goals.

Program Teams (Internal Staff)

Frequency: Daily.

Purpose: The position provides direction to internal teams to ensure smooth program execution, address operational challenges, and improve delivery efficiencies.

Stakeholders/Clients across the APS

Frequency: Weekly.

Purpose: The position interacts with clients across the APS to manage expectations, address concerns, and ensure that program delivery meet their needs and/or that feedback is appropriately documented.

Corporate Service Teams (e.g. Financial Services)

Frequency: As needed, typically monthly or when specific issues arise.

Purpose: The position works with the corporate service teams to resolve issues and mitigate risks.

External Vendors and Contractors

Frequency: Monthly to quarterly, depending on contract timelines and deliverables.
 Purpose: The position confers with vendors/contractors to help ensure that contract goals are achieved.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

- 4 years of experience in public sector procurement;
- Detailed knowledge of trade agreements;
- Detailed knowledge of legislation and policies specific to GoA procurement;
- Strong understanding of machinery of government decision-making;
- Excellent verbal and written communication abilities;
- Excellent attention to detail;
- Excellent knowledge of 1GX source-to-contract tools;
- Ability to understand policy and process implications;
- Ability to analyze information and make recommendations to find solutions based on findings;
- Ability to anticipate and positively influence the actions of others;
- Ability to manage competing priorities;
- Ability to work independently as well as in a team environment;
- Ability to exercise discretion and diplomacy in a highly sensitive environment.

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		
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Identifies and manages required change and the associated risks: <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	Position must be able to prioritize and manage competing priorities. Also pivot between emerging issues and day to day requests (i.e. branch urgent requirements, ministry announcements and mandates).
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Works to remove barriers to outcomes, sticking to principles: <ul style="list-style-type: none"> • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and 	Position is required to achieve results on priorities despite ambiguity in process, evolving challenges, and tight timelines.

		<p>confronts problems directly</p> <ul style="list-style-type: none"> • Considers complex factors and aligns solutions with broader organization mission 	
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	<p>Position must work in a proactive, collaborative and integrated fashion to support ongoing initiatives. Must be a team player, with clear communication to ensure competing client needs are addressed.</p>
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 	<p>Position must integrate different types of policies and client priorities to identify the correct solution to each problem.</p>

Benchmarks

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