

New

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

Requested 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**Job Purpose and Organizational Context**

Why the job exists:

The Project Procurement Officer (PPO) position plays a significant role in the procurement and contracting process for both services procurement (including engineering consulting assignments) and construction procurement (including major construction assignments) projects managed by Alberta Transportation and Economic Corridors. This position is primarily responsible for:

- providing procurement services (through procurement preparation, advertising, evaluation, and award); and,
- ensuring that procurement documents, the procurement process, and contracts meet the department's requirements and standards, consistent with established procurement policies and practices.

The PPO provides advice on procurement strategies appropriate to project requirements. Contract and procurement templates are maintained by the PPO in alignment with current ministry and Government of Alberta (GoA) standards and requirements.

The PPO reports to the Director, Integrated Procurement and operates as part of a team consisting of other procurement professionals and administrative support. The PPO receives guidance and workflow management through the team-lead position held by a Procurement Specialist. The work of the PPO ensures the use of appropriate processes and documents, followed by an effective and efficient delivery of the procurement services.

Responsibilities

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

- Work with project teams to obtain an understanding of individual procurement requirements, providing recommendations on procurement approaches as needed.
- Determine the most appropriate procurement method.

- Prepare or assist in the preparation of project specific Bidding Documents; Requests for Qualifications (RFQs); Requests for Proposals (RFPs); Requests for Expression of Interests (RFEIs); Standing Offers; and contract documents including front-end contractual and bidding requirements; evaluation worksheets; and other special documentation as required.
- Review and comment on solicitation documents prepared by project stakeholders to ensure that scope, time, cost, quality, and performance requirements are appropriately addressed and in accordance with procurement best practices and applicable trade agreements.
- Coordinate printing, advertising, distribution of bid documents, and receipt of bid/proposals with Procurement Support Staff.
- Act as the main contact for inquiries during the solicitation period. Review and assist in the final preparation, coordination, and issuance of addenda.
- Attend document coordination meetings and pre-bid meetings, as required.

Lead evaluation process to ensure evaluation is conducted in a fair and equitable manner.

- Participate in scoring qualification statements, proposals, and bids.
- Request clarifications from bidders / proponents as necessary to assist in scoring.
- Investigate bid / proposal irregularities.
- Contribute to pre-qualification and contract award recommendations.
- Provide confidential debriefings upon request.
- Debrief construction proponents on their submissions, and suggest improvement strategies.
- Assist in tender administration and bid opening sessions.

Prepare contract documents to support procurement processes.

- Draft special contract award letters and rejection letters, as required.
- Prepare contracts and arrange for distribution for signature.
- Review change orders for compliance to procurement requirements.

Provide advisory services to ministry business units to support a consistent and fair procurement and contracting framework.

- Provide expert advice and guidance primarily to project managers and consultants in-line with existing ministry and government requirements, solicitation templates, forms, and guidelines and standards.
- Interpret policy and legislation, and/or contract documents as needed.
- Assess procurement related risks, seeking legal counsel/risk management advice on bidding and contracting issues.
- Participate in the regular review and evaluation of templates and supporting documents to ensure accuracy and consistency across all documents and templates.
- Request assistance, advise of anticipated procurement schedules, and provide guidance to Project Procurement Support staff.
- Draft updates to specifications and update other procurement templates and forms, as required, to address bidding and contract requirements.

Support the Manager in leading the team to achieve business and operational goals.

- Conduct investigations and analysis into procurement-related issues, and provide recommendations for resolution.
- Support procurement planning and scheduling initiatives.
- Support continuous improvement initiatives.
- Develop and maintain collaborative working relationships with the business area.
- Prepare briefings and background material for senior management.

Problem Solving

Typical problems solved:

There are multiple types of procurement approaches (e.g., RFEIs, RFPs, tenders, etc.) and multiple ongoing projects at various stages ongoing at any one time. Contracts can range in financial value, scope of services (e.g., legal business management, engineering services). The PPO works with business units to ensure the appropriate procurement approach matches the business needs.

Challenges can include working with multiple business units that might have varying levels of knowledge and experience with procurement, and gaining buy-in for specific procurement options (e.g., choosing one type of procurement approach over another).

To be effective the PPO must be able to balance business requirements with technical requirements. The PPO determines sourcing mechanisms and leads project teams through procurement/contracting processes to ensure the most effective and efficient methods for procurement/ contracting are being employed.

Types of guidance available for problem solving:

Guidance for problem solving is provided by the existing framework (policies, processes, standards, templates) for procurement, and professional experience and knowledge. The Director is available to support the most significant issues or areas where precedent is not available, with the incumbent providing a recommended path forward.

Direct or indirect impacts of decisions:

The work of this position has a direct impact on the successful completion of consulting services and construction projects across the department, and the mitigation of financial or reputation risks that might emerge as a result of faulty procurement. The PPO is assigned specific projects and leads them through to the issuance of the contract. Support and guidance are provided to each procurement project. The content and quality of the documents used in the procurement and contracting process has a controlling

impact on the scope, time, cost, quality and performance of the department's contracted construction, consulting and maintenance services, which in turn significantly impact the success of the department's programs and projects and operations of other ministries and supported entities.

External stakeholders (including, but not limited to contractors, subcontractors, engineering consultants, sub-consultants, boards, agencies, construction associations, etc.) are directly impacted by the procurement process and the content and quality of procurement documents.

Key Relationships

Major stakeholders and purpose of interactions:

Director, Integrated Procurement and Procurement Specialist

- Provide updates and integrated reports on procurement projects related to contracts; raise awareness to emerging issues and related resolutions; provide advice and recommendations based on subject matter expertise.

Department Staff on either Services or Construction Teams

- Collaborate on projects; share information to foster consistency in the implementation of department procurement policies.

Department Project Delivery Areas/Technical Services

- Provide information and advice on contract issues to ministry representatives that are part of a specific project team; coordinate and guide projects.

Legal and Legislative Services

- Seek legal interpretation/advice.

Individual Consultants or Contractors

- Provide clarity on procurement requirements; provide debriefing as needed.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Applied Degree	Other	Other	Other

If other, specify:

CPPB/NIGP/SCMP/SCMA

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

Knowledge

- Thorough knowledge and understanding of statutes, regulations, and policies applicable to contractual issues for the assigned team on which the PPO works (e.g., *Public Works Act*, *Builders Lien Act*, Canadian Free Trade Agreement, Canadian-European Union: Comprehensive Economic Trade Agreement, New West Partnership Trade Agreement, World Trade Organization Agreement on Government Procurement, *Financial Administration Act*, and *Freedom of Information and Protection of Privacy Act*).
- Awareness of transportation procurement processes and outcomes.
- Familiarity with design and construction, or maintenance of transportation infrastructure.
- Understanding of the challenges facing consultants and contractors related to construction documentation and the delivery of construction projects.
- Familiarity with information technology for its application to electronic procurement, information management, project control, and financial management.
- Understanding of the systems (eBidding, APC, PMA, 1GX/ERP, CMS) used for/with procurement in the ministry.
- Comprehensive understanding and familiarity with the department's policies and practices related to fairness and transparency in procurement.
- Knowledge of risk management related to procurement.
- Current knowledge of the department's guidelines and standards, master specifications, policies and practices related to bidding and contracting.
- An understanding of and current knowledge of insurance and bonding as it applies to construction.
- Expertise in alternative construction delivery systems, types of contracts, and specification methods.

Experience

- Multiple years of progressively responsible related experience.
- Degree in business, arts, science, architecture, engineering, construction technology, or equivalent.
- A professional procurement designation such as Certified Professional Public Buyer (CPPB) from the National Institute of Governmental Purchasing (NIGP); Supply Chain Management Professional (SCMP) from Supply Chain Management Association of Canada (SCMA) or equivalent, is an asset.

Other skills and abilities this position requires are as follows:

- Proficiency in using a collaborative approach in dealing with others.
- Demonstrated time and project management skills.
- Ability to communicate clearly and to provide direction/advice to personnel and stakeholders.
- Demonstrated analytical skills to research issues and provide interpretation and rationale for specific decisions.
- Demonstrated facilitation skills to resolve issues and guide groups through the procurement or contracting processes.
- Interpersonal skills with an emphasis on client service and teamwork.

- Strong business writing skills to prepare RFPs and contracts, and comprehensive responses to procurement or contract queries.
- Technical writing skills as needed.
- The ability to communicate and maintain working relationships effectively with:
 - a. Department Directors, Project Managers/Administrators, Managers (including team-leads), technical, and support staff.
 - b. Consultants retained by the department to prepare construction related solicitation documents.
 - c. RFQ respondents, RFP proponents, and bidders.

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	<p>Projects require input from various internal and external stakeholders. The PPO needs to consider, recommend, and analyze outcomes to ensure the deliverability of the project.</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"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	<p>Many of the projects encountered have various levels of complexity. Although there are the standard type projects, often there are projects that require creative problem solving. From these unique projects the lessons learned may be applied to future projects and/or processes.</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"> • 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 	<p>Working for the public service means the constant adaptability to change. The addition of new softwares (1GX) or new processes are typical. The PPO must be willing to evolve their role and responsibilities to meet the organization's goals and outcomes. Any lessons learned should be shared with the team so that others can benefit from a collaborative environment.</p>

Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	<p>The workload may be demanding at times but with proper prioritization and time management the PPO can achieve the desired outcomes. A high level of consideration and continual follow up with stakeholders may be required.</p>
Develop Networks	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works on maintaining close relations with all stakeholders:</p> <ul style="list-style-type: none"> • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques 	<p>There are many internal and external stakeholders encountered. It is critical that the PPO is able to maintain professional relationships with all team members. Keeping an open mind and an open line of communication is key to the success of this position.</p>
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>In continuation of developing networks, the PPO is required to lead their assigned projects by utilizing a collaborative approach. In some cases, the utilization of conflict resolution may be required to maintain progress of the project. The PPO may require support from the Manager in more difficult situations.</p>
Develop Self and Others	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Seeks out learning and knowledge-sharing opportunities:</p> <ul style="list-style-type: none"> • Reflects on performance and identifies development opportunities • Takes initiative to stay current • Shares with the team even when not asked • Actively coaches and mentors direct reports 	<p>The PPO is part of team that looks out for others. Sharing of lessons learned or tools is encouraged. The PPO may be asked for their input on various initiatives. This could be for the development of efficiencies for the branch or team building. Although the PPO does not have any direct reports, they are the leader in their</p>