

New

Ministry

Assisted Living and Social Services

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Senior Contract Specialist, Corporate Procurement Office

Requested Class

Program Services 4

Job Focus

Supervisory Level

Corporate Services

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

CFA/FRO/Corporate Procurement

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Corporate Procurement Office (CPO) supports the goals and objectives of Assisted Living and Social Services (ALSS), including the Alberta Social Housing Corporation, and the Office of the Public Guardian and Trustee, by playing a leadership role in governance, accountability, and contract and grant management activities.

This position reports to the Manager - CPO. As part of a team of procurement experts, this position supports the mandate of the CPO and the committees that review contract and grants for the ministry ("Review Committees"). The Senior Contract Specialist reviews and recommends proposed procurements, as well as provides advisory, training and procurement support services to over 110 contracting and grant program managers and specialists within the ministry. Given the high visibility of contracts and grants, this position oversees all ALSS procurements (e.g., Capital, Direct Delivery of Services, and Grants to Community Organizations etc.), to ensure effective and compliant contract and grant management by:

- reviewing and making recommendations to the Review Committees whether proposed procurements and grants are compliant with ministry and government legislation and policies, as well as cross-regional,

- national and international trade agreements;
- providing expert advice, guidance and direction related to GoA and ministry procurement and grant policy and procedures;
- analyzing and preparing reports on the contract and grant activities for ministry management and GoA;
- mitigating legal and financial exposure to the ministry by identifying procurement and funding risks and recommending solutions;
- managing the pre-qualification process for ministry services;
- contributing to GOA or ministry procurement and grant initiatives;
- providing strategic and operational recommendations for improvement of procurement and grant processes and best practices;
- Reviewing proposed procurements and grants to understand and assess any potential financial implications and follow up with program and financial knowledge experts for further clarification; and
- Consulting with program areas during development of contracts and grants, including analysis of financial implications, as applicable.

The position operates with a considerable degree of independence providing expert advice and guidance in adapting, implementing, and integrating corporate contract and grant policy and best practices within the ministry.

This position provides vital support to the ministry's mandate and focus through providing services to contracting staff, ministry advisory and working groups and the Review Committees that supports the ministry's contracting process.

The duties of this position are complex, requiring detailed contracting knowledge, leadership and business know-how, problem solving, and an ability to develop and maintain strong business relationships and contacts with ministry contract and delivery staff to continually assess service needs and identify current and emerging issues.

Responsibilities

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

1. The Senior Contract Specialist provides leadership and specialized services to ministry contracting and grant program staff and management in meeting their strategic and operational requirements, while ensuring compliance with legislation, GoA and ministry policy, procedure, and best practices.
 - a) The CPO is responsible for the development and maintenance of ministry contract and grant policy and procedure. This position contributes to the continual assessment of the effectiveness of current policies and procedures. Where necessary, through research, analysis, and appropriate stakeholder involvement, makes revisions, develops new policy, and implements changes as necessary.
 - b) Considers or anticipates emerging issues and their impact on the current policy and process, as well as client needs. Recommends strategies to address emerging issues.
 - c) Identifies risk management issues, evaluates and develops approaches to remove or minimize contract and grant risk based on a sound knowledge of procurement and grant practices, client programs and community/sector issues.
 - d) Develops material and ensures provision of related training on contract and grant principles, policy and procedure to enhance or maintain the procurement capacity of the ministry.
 - e) Builds and facilitates collaborative relationships with program area staff and management, as well as subject matter experts and procurement staff from other ministries to improve procurement and granting outcomes for the ministry.
 - f) Participates in internal and external initiatives to foster collaborative relationships, exchange information and advocate for the needs of the ministry.

g) Supports the Review Committees by reviewing, presenting and making recommendations to the Review Committees regarding sole sourcing proposals, as well as Requests for Proposal as required. Makes recommendations regarding the Review Committee's mandate and implements changes to its operations/processes as necessary.

h) Manages the Pre-qualification process for all ministry services (program specific and common cross regional services) through development, posting and evaluation of Pre-Qualification Requests (PQRs), maintaining and updating the related pre-qualified resource database, as well as supporting the regions in processing the related service requests and contracts. Manages all vendor enquiries resulting from this process.

2. The Senior Contract Specialist provides expert advice on ministry and divisional procurement and grant strategies, initiatives and activities, (e.g., Capital, Direct Delivery of Services, Grants to Community Organizations etc.), providing recommendations based upon an assessment of risks and alignment with applicable policy, trade agreements and procurement/contract law, with the goal of ensuring the ministry's interests are protected.

- a) On request and at committee meetings provides independent expert-level advice to ministry contract managers and specialists, on appropriate procurement methods and sole source exceptions, trade agreement requirements, evaluation methodology, vendor de-briefings, outcome measurement, as well as identifying and mitigating procurement risk. Applies discretion and professional judgement to advise on procurement and granting strategies and program policy proposals.
- b) Provides procurement and grant support to branches of the ministry (e.g., program policy and corporate areas) that do not have the volume of activity to warrant recruitment of contract specialists and contract managers. This includes drafting solicitation documents, developing evaluation criteria and drafting contracts or grant agreements.
- c) Review as required, procurement documents, contracts and grant agreements to ensure they are in compliance with policies, and risk mitigation strategies are adequately addressed.
- d) Reviews to ensure expenses are allocated to the appropriate fiscal year as required.
- e) Oversees the development of program area procurement initiatives and provides guidance on the completion of the procurement documents suitable for an open and fair competition. Advises on procurement issues at committee meetings and upon request.
- f) Leads the development of forms, checklists and processes to support operational and legislative requirements.
- g) Works closely with Legal Services, Service Alberta, Public Service Commission and Treasury Board and Finance to collaboratively identify solutions and/or provide advice to program areas to resolve contract and grant related issues.
- h) Works with Internal Audit staff on interpreting contract and policy, identification of significant risks and Ministry expectations.

3. The Senior Contract Specialist provides leadership and specialized technical skills to complete regular and ad hoc contract and grant reporting:

- a) Using CPO's Power BI (business intelligence software) performs analytical review, follow up and reporting of contracting and grant activities for CPO and executive management.
- b) Updates and maintains the integrity of CPO's SharePoint site(s). The SharePoint site(s) is the location for the pre-qualified vendor database and Review Committees process resources and is the portal for

Review Committees submissions.

- c) Leads the annual reporting of the ministry's compliance with the Canadian Free Trade Agreement. This includes the development of reports and communications/instructions to the regions, compilation, review, and analysis of regional responses. Acts as the ministry liaison with Service Alberta.
- d) Leads the reporting for public disclosure of sole sourced contracts and FOIP requests. This includes the development of reports and communications/instructions to the regions, compilation, review, and analysis of regional responses. Acts as the ministry liaison with Service Alberta.

4. Other responsibilities

- a) Supports the ministry change management team for the GoA Transformational Initiatives (e.g., 1GX implementation, replacement of the GoA Alberta Purchasing Connection, and ministry contract and grant systems) by providing advice on the strength of internal controls within proposed business processes.
- b) Prepares briefing notes alerting management to procurement and grant issues, presenting options and making recommendations to senior management.
- c) Performs research and assessment of emerging issues in contracting, grant and program financial business needs.
- d) Any other tasks assigned by the Manager, CPO, or Director, Financial Policy, Operations and Procurement.

Problem Solving

Typical problems solved:

Based upon expert knowledge and skill, this position exercises considerable influence over the actions taken by the ministry staff in their contracting and grant activities. Analysis of alternatives and related implications is required. The Senior Contract Specialist operates with a considerable degree of independence and at times must use originality in assessing an issue and developing solutions. The position must analyze various options and influencing factors, assess the impacts and then design actions or solutions that are specific to the needs.

Types of guidance available for problem solving:

The position interacts in a liaison role with other levels of the ministry, and strong issue resolution and communication skills are required to manage risks associated with complex issues. The incumbent independently resolves issues utilizing established relationships with Legal Services, Finance, Public Service Commission, Service Alberta, etc. by making decisions that may affect the mechanisms used to procure divisional and department needs.

Direct or indirect impacts of decisions:

The Senior Contract Specialist is key to ensuring consistency and compliance regarding contracting and grant policy and processes in the ministry. The work of this position directly affects a wide range of programs delivered throughout the province and numerous corporate units within SCSS. SCSS procures over \$1 billion in contracted services and provides over \$900 million in grant funding to community organizations each year. Contracts and grants are diverse, ranging from the acquisition or funding of direct services to Albertans, to services provided to the ministry, to capital contracts. Contract and grant management are critical areas to ensure excellence in government. The impacts of poor practices or non-compliance in this area are almost unlimited in political exposure, business risk and financial control.

Key Relationships

Major stakeholders and purpose of interactions:

Internal:

Ministry Regions (Daily)

- Advise or clarification on corporate contract and grant policy and procedures.
- Advise on financial questions or concerns with regard to contracts and grants.
- Clarification on ad hoc contract and grant documents reviewed.
- Information requests (for Exec mgt. reporting or AR requests)
- Clarifications on CRC submissions
- Training

Ministry Teams/Committees (Regular/As Required)

- Contract and/ or Grant Review Committees (Exec Managers and lower)
- Grant Working Group (Exec Managers (Mgrs) and lower)
- Contract and Procurements Unit Leads group (Sen Mgrs/Mgrs)
- Information exchange/progress updates
- Strategy discussions
- Issue resolution
- Meetings/presentations
- Policy interpretations

Direct Manager (Daily)

- Clarification on CPO direction
- Information exchange/progress updates
- Agree on strategy & target outcomes
- Problem resolution/work allocation
- General advice

Senior & Executive Management (As required)

- Clarification on Corporate direction
- Information sharing
- Issue resolution
- Advice/recommendations

Legal Services (As required)

- Policy and procedure discussions
- Issue resolution
- Information exchange
- Risk/liability assessment
- Legislation interpretation

External

Service Alberta and Red Tape Reduction, Treasury Board and Finance, Public Service Commission, Cross Ministry Committees (As required)

- To discuss GoA wide issues
- Advocate for the needs of SCSS
- Participate in new GoA or ministry procurement initiatives or requirements.
- Seek advice or clarification on specific issues.

Consultants/contractors (As required)

- Coordinate 1GX activities
- Discuss progress on 1GX activities and its effect on the contract/grant community

Service providers (As required)

- Manage vendor enquiries regarding the PQR process and process changes related PQR vendor database.

Required Education, Experience and Technical Competencies

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

If other, specify:

SCMP designation would be considered an asset; equivalencies considered

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

Education and Experience:

- University graduation in a business, commerce or economics field plus 4 years progressively responsible related experience in procurement and risk management; or directly related education or experience considered on the basis of:
 - 1 year of education for 1 year of experience; or
 - 1 year of experience for 1 year of education.

Knowledge:

- Demonstrate expert knowledge, experience and training in the following:
 - all areas of contract and grant management and administration, including solicitation methods, monitoring, evaluation techniques, outcome measurement and risk management practices
 - policy development, administration and development of training material
 - the application of contracts versus grants
- Demonstrate knowledge of data management and reporting tools and software:
 - Excel (Expert)
 - PowerBI (Beginner)
 - Relational Databases (Beginner)
 - Form Creation Software (Beginner)
- Demonstrate expert knowledge of:
 - The Financial Administration Act, Procurement and Sole Sourcing Directive, Procurement Accountability Framework manual, Direct Purchasing Administrative Practices and other procurement related GOA legislation and policy.
 - Procurement best practices, procedures and principles.
 - Ministry legislation, policies and procedures.
 - The New West Partnership Trade Agreement.
 - The Canadian Free Trade Agreement.
 - The World Trade Organization Agreement on Government Procurement.
 - The Alberta Purchasing Connection.
- Demonstrate a good knowledge of ministry legislation, delivery programs and stakeholders.
- Demonstrate a strong business acumen.
- Demonstrate knowledge of the political environment within which the Ministry operates.
- Demonstrate knowledge of ministry financial requirements and processes.
- Demonstrate knowledge of project management.
- Demonstrate good working knowledge of systems applications including Microsoft Office, SharePoint, and contract and grant management systems.

Skills and Abilities:

- Excellent verbal and written communication skills.
- Excellent collaboration, teamwork, and facilitation skills.
- Strong analytical and strategic thinking skills.
- Strong organizational and interpersonal skills and capacity to manage projects, regular tasks, as well as information and ad hoc requests simultaneously over time.
- Conflict resolution skills to work effectively with internal and external clients, taking into account various business perspectives.
- Ability to work independently as well as in a team environment.
- Creativity, innovative thinking and planning skills.

- Ability to perform financial analysis related to financial accounting provided by service providers.

- Leadership skills (internal/external)

Ability to multi-task and manage workload with competing priorities and deadlines.

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	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <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 	<ul style="list-style-type: none"> -Provide recommendations on contracts and grants within trade agreement parameters to solve problems -look for opportunities to improve process
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 	<ul style="list-style-type: none"> - considers impact of recommendations on colleagues in ALSS or other ministries - seeks understanding of programs and the nature of the agreements that support those programs
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 	<ul style="list-style-type: none"> - Identifies gaps in business processes and recommends solutions - Works with others to identify, develop and implement solutions to issues. - Analyzes data to ensure decision makers make informed choices.

Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input 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 	<ul style="list-style-type: none"> - Establishes and maintains service levels for ministry clients. - Participates fully in working groups - Works with others to identify and successfully achieve outcomes.
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	<ul style="list-style-type: none"> - Establishes and maintains relationships across the ministry. - Supports clients and works to resolve conflicts as they arise, or escalate as needed for resolution. - Treats clients and co-workers with respect and thoughtful consideration.

Benchmarks

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