

## New

Ministry

Service Alberta and Red Tape Reduction

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Procurement Coordinator

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 Procurement Services branch is responsible for the Government of Alberta's (GoA) mandate for efficient, open and transparent procurement. The Branch allows ministries to meet essential and complex program goals, by leading cost effective procurement in a fair and equitable manner, in alignment with trade agreements and legislation. Procurement Services has responsibilities for GoA corporate purchasing, warehousing services, surplus sales, vendor relationship management, and category management.

Within Procurement Services, Corporate Purchasing is responsible for the procurement of supplies and associated services valued in excess of \$10,000, on behalf of all ministries, as mandated in accordance with the Government Organization Act, the Direct Purchase Regulation, and the Direct Purchase Administrative Practices. This unit is responsible for approximately 300 mandated procurements annually, in addition to establishing and maintaining approximately 200 government-wide and ministry specific standing offers and blanket contracts. The majority of these contracts are also available for use by other Municipalities, Academia, Schools and Health (MASH) sector entities and many have outward facing public impact.

Reporting to the Procurement Manager, the Procurement Coordinator provides procurement and contract coordination to the unit as a whole. Accountabilities include:  
- Facilitating procurements through each step of the process;

- Triaging and responding to incoming issues from clients and vendors;
- Leading client service outreach and support;
- Administering procurements in various IT systems; and
- Promoting effective procurement practices across the GoA.

## Responsibilities

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

1. Procurement Facilitation -- Corporate Purchasing procurements are facilitated by timely, accurate, and efficient facilitation services.

For example, the Procurement Coordinator supports procurement functions by:

- Synthesizing disparate sources of content to consolidate audit-able records and identify salient information;
- Independently performing services at each step of the procurement process, such as preparing documents, researching information, completing forms, updating records, or checking quality assurance;
- Reviewing, tracking and monitoring reports from clients and vendors, including tracing impacts to Corporate Purchasing projects and records;
- Identifying and coordinating appropriate external supports such as 1GX or APC troubleshooting; and
- Tracking progress of procurement projects to respond to questions and predict next steps.

2. Issues Management -- Procurement Services operates a comprehensive system to respond to new and emergent procurement, purchasing and contracting issues.

For example, the Procurement Coordinator supports Branch issues management by:

- Implementing and monitoring comprehensive communication services via email and telephone;
- Developing and maintaining databases of frequently asked questions;
- Triaging and coordinating development of responses to new questions in a timely manner;
- Ensuring responses to client questions succinctly address issues, meet quality standards, and reflect the Branch's policies, procedures, and positions; and
- Making recommendations to management when gaps or politically sensitive issues are identified.

3. Client Engagement -- Procurement clients are supported by appropriate access to services and supports.

For example, the Procurement Coordinator facilitates client service by:

- Anticipating questions and working proactively with clients to mitigate concerns and clearly communicate support parameters;
- Tracking clients and requests to determine timelines for communication of next steps;
- Organizing outreach to new clients by coordinating meeting agendas, locating/collating information, and/or communicating next steps; and
- Raising awareness to the appropriate Purchasing contact before client issues escalate.

4. System Administration - Corporate Purchasing procurements are appropriately administered in all relevant systems.

For example, the Procurement Coordinator facilitates procurement progress by:

- Administering all aspects of the project in 1GX, from source to contract;
- Maintaining catalogs in 1GX and XNet by uploading new items or updating existing files;
- Creating and maintaining records for Xnet;
- Capturing and confirming vendor information, including submitting and tracking Vendor Management requests;
- Creating, posting and monitoring notices on Alberta Purchasing Connection; and
- Tracking progress of procurement projects to ensure accurate internal reporting.

5. Leadership and Accountability -- The unit is a high-performing team, working toward a common goal of providing the best procurement services for the GoA.

For example, the Procurement Coordinator cultivates leadership and accountability by:

- Exercising appropriate judgment, within the framework of established protocols, when completing tasks;
- Promoting enthusiasm for public procurement practices across the GoA and related entities;
- Fostering a culture of mutual trust and respect among colleagues and managers, particularly when issues are contentious;
- Assuring appropriate maintenance and security of procurement information, including appropriate disposition of transitory records; and
- Ensuring assignments are delivered on time and meet the requirements of management.

## Problem Solving

Typical problems solved:

Coordinating GoA goods procurements requires the position to address a large variety of issues in the procurement process, for which there may be no direct precedence or immediate assistance available. The position must independently work on project assignments within established priority and project guidelines.

The position is required to filter through a significant amount of information when researching solutions for issues, questions, or requests, such as those stemming from IT systems, user errors, knowledge gaps, or policy implementation. The position must work with multiple teams across multiple ministries to ensure support and coordination services are maintained.

Users/clients typically do not provide complete information when requesting support. The Procurement Coordinator must break down the problem into manageable components to determine potential avenues for solution. In doing so, the Procurement Coordinator must continually assess and reassess work priorities to ensure time sensitive tasks are completed before incidents require intervention from higher levels of the organization.

Types of guidance available for problem solving:

The position typically works within the parameters of established policies, and guidelines, but will often address issues that have no specific precedent. The manager sets general objectives for this position and checks in to steer priorities; however, the position is expected to apply considerable latitude and independence to find solutions and determine which tasks are crucial on a given day. This position exercises initiative to ensure effective coordination meets the business requirements of unit as a whole.

Direct or indirect impacts of decisions:

Work performed by the Procurement Coordinator directly affects the GoA as a whole, including extended stakeholders outside of the GoA such as the MASH sector, vendor community, and purchasing organizations in other provinces.

Effective procurements are vital to the province as they affect all Albertans, with a direct impact on expenditures and provincial program outcomes. The Procurement Coordinator must remain continuously sensitive to the larger branch context in which their objectives are to be achieved.

## Key Relationships

Major stakeholders and purpose of interactions:

Daily: Operational support to coordinate and liaison for Corporate Purchasing day to day work processes:

- Internal clients within the department
- Clients at all working levels of the organization in other departments within GoA
- Clients at all working levels withing partner organizations, such as MASH or ABCs
- Technical support teams, such as 1GX

Daily: To help support cross-training with other branch staff, receive direction, bring forward issues and/or propose solutions for consideration:

- Procurement Manager
- Other branch leadership, including the Executive Director

## Required Education, Experience and Technical Competencies

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

If other, specify:

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

- Excellent verbal and written communication abilities;
- Excellent attention to detail;
- 1GX superuser;
- 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		
Systems Thinking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Considers inter-relationships and emerging trends to attain goals: <ul style="list-style-type: none"> <li>• Seeks insight on implications of different options</li> <li>• Analyzes long-term outcomes, focus on goals and values</li> <li>• Identifies unintended consequences</li> </ul>	Position must integrate different types of policies and client priorities to identify the correct solution to each problem.
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works in a changing environment and takes initiative to change: <ul style="list-style-type: none"> <li>• Takes opportunities to improve work processes</li> <li>• Anticipates and adjusts behaviour to change</li> <li>• Remains optimistic, calm and composed in stressful situations</li> <li>• Seeks advice and support to change appropriately</li> <li>• Works creatively within guidelines</li> </ul>	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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works to exceed goals and partner with others to achieve objectives: <ul style="list-style-type: none"> <li>• Plans based on past experience</li> <li>• Holds self and others</li> </ul>	Position is required to achieve results on priorities despite ambiguity in process, evolving challenges, and tight timelines.

		responsible for results <ul style="list-style-type: none"> <li>• Partners with groups to achieve outcomes</li> <li>• Aims to exceed expectations</li> </ul>	
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Collaborates across functional areas and proactively addresses conflict: <ul style="list-style-type: none"> <li>• Encourages broad thinking on projects, and works to eliminate barriers to progress</li> <li>• Facilitates communication and collaboration</li> <li>• Anticipates and reduces conflict at the outset</li> <li>• Credits others and gets talent recognized</li> <li>• Promotes collaboration and commitment</li> </ul>	Position must work in a proactive, collaborative and integrated fashion to support ongoing procurement initiatives. Must be a team player, with clear communication to ensure competing client needs are addressed.

### Benchmarks

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

### 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.

[vacant](#)

Employee Name

Date yyyy-mm-dd

Supervisor / Manager Name

Date yyyy-mm-dd

Supervisor / Manager Signature