

NON-MANAGEMENT JOB DESCRIPTION POINT RATING EVALUATION PLAN

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| Working Title Procurement Officer | | Name | |
| Position Number | Reports to Position No., Class & Level | Division, Branch/Unit Financial Services Division Business Services Procurement Services | Ministry Justice |
| Present Classification PS3 | | Requested Classification | |
| Dept ID | Program Code | Project Code (if applicable) N/A | |

PURPOSE: Give a brief summary of the job, covering the main responsibilities; the framework within which the job has to operate and the main contribution to the organization.

This position is a single point of contact for a portfolio encompassing the procurement of diverse goods and services for the Ministry and associated agencies, boards, and commissions. Reporting to the Procurement Manager, this position is responsible for facilitating the procurement process for contracts established by the Ministry. The Procurement Officer is viewed as a knowledgeable advisor who provides comprehensive services throughout all stages of the process. As a primary contact and resource for the procurement program and related processes, the Procurement Officer collaborates with Ministry representatives to ensure their procurement requirements are clearly identified in order to achieve the business area's requirements.

The Procurement Officer works within the procurement accountability framework respecting relevant trade agreements, legislation, regulations, policies and procedures. Government procurement activities are based on the principles of fair and open public sector procurement: competition, demand aggregation, value for money, transparency, and accountability. Procurement projects are managed consistently in accordance with established processes to meet the fundamental objective of ensuring government receives value for money spent on contracts while ensuring vendors have equitable opportunities to compete in the market.

Multiple requests varying in nature are managed on an on-going basis. Responsibilities include ensuring the appropriate signing authorities have approved the expenditure and ensuring the scope, time, and cost are accurately reflected. The Procurement Officer administers processes associated with the following solicitation types: Request for Information (RFI), Notice of Proposed Procurement (NPP), Pre-Qualification Request (PQR), Request for Quotes (RFQ), and Request for Proposals (RFP). The position also facilitates negotiations and development of sole-source contracts and supports Ministry representatives with under threshold solicitations upon request.

The Procurement Officer builds and maintains effective working relationships with representatives of all program areas, other Ministry officials and the vendor community. A primary function involves managing risk. The Procurement Officer engages legal counsel, risk management and insurance professionals as required as well as other subject matter experts to ensure project specific risk is handled appropriately and the latest standards and processes are achieved to ensure optimum results. Contracts established by the Procurement Officer are critical to supporting legal requirements and all other obligations the Ministry is accountable for.

The Procurement Officer contributes directly to the ongoing development of policies and best practices, implementation, and continual enhancement of an effective and efficient procurement program to support Ministry programs. This position is relied on to administer procurement records for the Ministry by documenting project records in accordance with established standards. The Procurement Officer assumes a role within the supply chain function in 1GX that requires contract workspaces to be created and amended upon execution of contracts/amendments, to facilitate the administration of contracts. Accurate documentation is fundamental to this role to enable contracts to be managed appropriately throughout administration to completion.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described.

1. Goods and services required for the delivery of Ministry programs are effectively and efficiently procured in compliance with trade agreements, applicable legislation, regulations, policies, and procedures.

Responsibilities:

- Ensure each procurement project managed by the position follows the trade agreements, legislation, regulations, policies, and procedures so the Government of Alberta is not faced with legal action or fines for infringing on the agreements.
- Ensure fair, transparent, and equitable approaches to all aspects of procurement are achieved.

Classification: Protected A

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- Ministry procurement policies, systems, processes, procedures, documents support the procurement program and the various businesses and programs in the Ministry.
- Ensure appropriate methods and documents are utilized throughout the procurement cycle.
- Streamline the procurement process to achieve a more effective and efficient process.
- Ensure the government receives the best value for money spent on contracts and are appropriately awarded.
- Ensure procurement projects achieve the desired outcome.
- Oversee the procurement process from initiation to completion, including the creation and amendment of the contract workspace in 1GX.
- Recognize and mitigate potential legal risks.
- Keep apprised of sensitive or emerging issues related to procurement.

Activities:

- Collaborate with colleagues and management in developing and updating Ministry policies and procedures for the procurement of goods and services. Identify shortfalls and concerns pertaining to Ministry procurement policies, systems, processes, procedures, and documents. Recommend and develop solutions to support continual enhancement of the procurement program and the various business and program in the Ministry.
 - Obtain the appropriate approval prior to tendering and awarding to ensure the financial policies are adhered to.
 - Provide Ministry representatives at all levels with guidance and assistance in defining requirements prior to tendering or purchasing goods and services to ensure the desired objectives are achieved.
 - Analyze specifications and information received from business areas to establish quality and performance requirements.
 - Facilitate the development of solicitation documents in accordance with the approved method of solicitation. Ensure the evaluation team contributes to and understands the significance of the evaluation plan and scoring methodology.
 - Post RFIs, NPPs, PQRs, RFQs, and RFPs on the APC website or issue solicitation by invitation to select vendors.
 - Analyze and evaluate vendor responses in accordance with the established evaluation plan and scoring methodology.
 - Recommend award based on compliance.
 - Search the Corporate Registry to authenticate company names and search the Lobbyist list to ensure no conflicts exist.
 - Conduct debriefings for unsuccessful vendors.
 - Prepare and issue contracts.
 - Ensure all documentation is filed appropriately, both electronically and in hard copy format, to ensure the yearly audits performed by the Auditor General are accessible and appropriately documented in accordance with the policies and procedures.
 - Facilitate establishment of standards and Standing Offer agreements for frequently purchased items. This enables program areas within the Ministry and other Ministries or governments and agencies to order goods directly from vendors at pre-determined prices, terms, and conditions.
 - Creates and amend contract workspaces as per the executed contract/amendment ensuring appropriate and correct information is entered to allow for accurate reporting and obtain missing information from the program area as required.
 - Participates in RFQ and RFP evaluation committees, including evaluating mandatory requirements, desirable provisions, and specified performance requirements.
 - Develop project schedules through consultation with the business areas and project team members.
 - Oversee the procurement process from initiation to completion.
 - Ensure that potential legal risks are mitigated through consultation with the Procurement Manager and Legal Services Division.
 - Respond to various types of vendor inquiries.
 - Provide information and guidance to vendors relative to procurement processes and the electronic tendering system.
 - Promote competition by encouraging vendors to participate in specific opportunities as the vendor may deem appropriate.
 - Collaborate with the Vehicle Fleet and Equipment Coordinator by researching acquisition options for vehicles and vehicle equipment. Review RFPs and RFQs for vehicle or equipment tenders by the Technology and Business Services Division.
 - Apprise the Manager, Director and Ministry management representatives of sensitive or emerging issues related to the procurement of goods.
 - Anticipate potential problems or concerns and develop recommendations and solutions.
2. Ministry representatives are provided with comprehensive user support for the ERP system to ensure compliance with applicable procedures and to enhance the system's effectiveness for procurement needs.

Activities:

- Provides training and communicates information in response to enquiries and assists program areas with steps required to work within the system;
- Maintains accurate records and supporting documentation to support the department when responding to enquiries from the Office of the Auditor General; and
- Gathers information and runs queries for on-going reporting requirements.
- Participate in drafting, reviewing, and testing system guides created by the SCM SME to help the department with the various system processes.
- Responds to enquiries from the Auditor General's office in relation to Ministry business and security processes for the 1GX system.

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- Gathers information and runs queries for on-going reporting requirements

3. Provide support to the Procurement Unit to achieve the mandate of the unit and the Branch.

Responsibilities:

- Develop and maintain procurement projects.
- Integrate functions and activities, and collaboration within the Ministry.
- Promote new technologies and best practises.

Activities:

- Prepares timely and accurate forecasts and Gantt charts where necessary for critical projects.
- Prepares briefing materials, analyses, and responses to information requests. Collaborates with Branch staff to ensure coordination and integration of functions and activities and promotes collaboration within the Ministry and with service providers relating to the procurement program.
- Participates in teams for designated projects and initiatives, including coordinating activities of Ministry, Government, and service providers as required.
- Research new technologies and best practises, promoting adoption of innovative approaches to meet procurement requirements of business areas.
- Represents the unit and Branch on Ministry and external working groups and committees with diverse mandates and responsibilities.

SCOPE: List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.

This position provides comprehensive services and consultation essential to the delivery of the Ministry procurement program. The Procurement Officer is expected to identify and assess issues with the potential to impact the effectiveness and efficiency of the procurement function and related processes, as well as develop related recommendations and solutions for consideration by senior Ministry decision-makers. This position has an integral role in developing processes and procedures that support the continual enhancement of a fair and equitable approach to procurement that not only reflects business area requirements but also is in alignment with Ministry and Government policies and standards.

In addition to collaborating with Ministry representatives to understand their requirements for goods, the Procurement Officer must be able to facilitate the development of clear, detailed, and well-defined legal solicitation documents such as RFIs, RFPs and RFQs on behalf of clients for circulation to vendors. The complexity and diversity of issues dealt with, including multiple contracts and procurement options; diverse goods required for Ministry operations; and a widely distributed workforce, results in the need for strong problem-solving skills and the ability to collaborate effectively with a variety of stakeholders.

This position is expected to demonstrate creativity and innovation when researching products, options, and information for clients and tabling issues at cross-government committees. Strong client orientation, extensive knowledge of available resources, and an innovative approach are required to cope with the diverse and complex job responsibilities. The Procurement Officer must balance the requirement to provide services that efficiently meet the needs of Ministry business areas for goods with accountability for administering a fair and equitable procurement program that is in compliance with relevant legislation, regulations, and guidelines.

This position works within the parameters of established policies and guidelines. The Procurement Manager provides guidance as needed to ensure work demonstrates quality in the analysis of client's needs and sound judgement in providing recommendations and solutions. Work is assessed based on clear, concise specifications, accuracy, attention to detail, timeliness, and ability to provide comprehensive services and information to business areas. It is of critical to establish effective working relationships with a wide variety of clients, service providers, and stakeholders. Any errors in interpretation or incorrect advice by the Procurement Officer could lead to significant legal issues for the Ministry/GOA and result in costs to mitigate.

The Procurement Officer functions with considerable independence to determine priorities and areas of focus. This position is expected to consult with the Procurement Manager on matters with potential for significant impact on business areas; re-allocation of resources; or financial considerations. While the supervisor is also available for assistance when dealing with particularly difficult or sensitive situations, or those with the potential to contravene legislation, regulations, or policies, the incumbent is expected to recognize and analyze situation of potential legal non-compliance and consult with Legal Services Division and the Procurement Manager in coming up with rationale and formulating solutions.

The Procurement Officer schedules, and attends as required, procurement project meetings, providing guidance to business areas with respect to competitive bid processes and plays an important role in the decision-making process.

KNOWLEDGE, SKILLS & ABILITIES: Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.

The Procurement Officer requires in-depth knowledge of:

- relevant Government and/or Ministry legislation, regulations, policies, guidelines, administrative practises, and procedures associated with the procurement function (i.e. Government Organization Act – Section 12; Direct Purchasing Regulation).
- Government and Ministry solicitation documents, and contract administration policies and procedures.
- requirements of business areas in relation to goods and services, and related processes to investigate and analyze options to ensure alternatives are identified, considered, and presented.

The Procurement Officer must have up to date knowledge of:

- Government and Ministry strategic direction, vision, goals, organizational structure, and functions
- Ministry business plan and mandates of business areas
- Government budgeting, forecasting, and accounting policies and procedures
- Trade Agreements: New West Partnership Trade Agreement (NWPTA), Canadian Free Trade Agreement (CFTA); World Trade Organization Agreement on Government Procurement (WTO-GPA)
- industry trends relating to procurement processes and office practises
- software tools and computer applications used to carry out responsibilities (i.e. Microsoft Office Pro, Project, Adobe Acrobat Writer; internet and electronic mail applications in Windows environment; 1GX)

The Procurement Officer requires strong and demonstrated:

- consultation and interpersonal skills, including ability to develop acceptable solutions to issues involving a variety of requirements and stakeholders
- project planning and project management skills
- leadership and supervisory skills
- analytical, research, and problem-solving skills to develop and recommend solutions for complex issues, respond to client requests for information, and investigate and analyze product options
- written and verbal communication skills
- organizational and time management skills, including ability to multi-task
- commitment to client service, confidentiality, discretion, and tact

The Procurement Officer must be able to:

- plan for and respond to changes in direction, conditions, and processes
- coordinate multiple and complex activities and projects with concurrent deadlines
- pro-actively anticipate and plan for client requirements
- negotiate effectively with all levels of Ministry representatives, the vendor community, and other stakeholders
- research products on the internet and/or gather information from other sources (i.e. public or government libraries and vendor contacts)
- determine costs and benefits associated with various procurement options and recognize, investigate, and recommend opportunities for cost-savings and added-value to the Ministry
- identify emerging trends, issues, and opportunities, as well as promote adoption of innovative processes and approaches
- develop and maintain collaborative working relationships with clients, service providers, and stakeholders
- maintain a strategic focus while delivering results at the operational level
- function independently, as well as lead and contribute effectively within a team environment
- demonstrate initiative, professional judgement, and creativity
- Create new projects libraries and navigate through and implement modifications within the 1GX system.

CONTACTS: The main contacts of this position and the purpose of those contacts.

The Procurement Officer has ongoing contact with:

- all levels of Ministry representatives including executive management which is necessary to administer the procurement program associated with goods and services required for all programs and business operations within the ministry. This consultation requires the position to be able to facilitate the discussions, advice and make recommendations which will result in the desired and enforceable outcome.
- lawyers within the Legal Services Division when there is a questionable bid or interpretation of the tender/contract documents is required. The position must ensure all information which is communicated to the lawyer is both accurate and complete so legal advice can be obtained. Advice is also obtained from Legal Services when a unique set of tender documents are being developed. It is the responsibility of this position to listen, understand the advice which is provided and to formulate a decision which will be binding on all parties. Guidance is also obtained from senior management within procurement if required.
- Treasury Board and Finance, Risk Management and Insurance for advice on developing unique clauses related insurance in contracts related to the procurement of goods associated with ensuring the safety of staff and public, such as body armour, firearms, vehicles, etc.
- local, national, and international vendor community to ensure all avenues of research for a specific product have exhausted. This

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detail level of research is required to ensure the information which has been obtained will ensure the specified product is procured and will achieve the desired result for the ministry.

- representatives from other Ministries (Service Alberta Red Tape Reduction, Technology & Innovation, Executive Council (Intergovernmental Relations)) to exchange information; resolve issues; respond to requests and enquiries; consult on variety of policies and processes; and ensure that the Ministry's interests are protected.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised.

This position does not have direct supervision.

CHANGES SINCE LAST CLASSIFICATION REVIEW: This section is not required to be completed if the job description is being written for the conversion to PREP. It should be completed for any subsequent classification requests under PREP.

ORGANIZATION CHART:

Attached